Banner Web Registration Instructions
Single Sign-on

1. Go to **www.gptc.edu**
2. Click on "**Current Students**" at the top of the page
3. Click on "**Student Dashboard"**
4. Select **"Registration"**
5. Click on **"Banner Web Login"** Login as current student
6. Enter **User Name** and **Password (Gptcmmddyy)** ⬅

> Example:
> Date of birth is July 5, 1976
> Password is Gptc070576

   a. Please ensure that the "G" is capitalized. If this is your first time logging in, follow the prompts to complete the new login sequence (change PIN only if prompted to do so, set security question, etc.).
7. Click on "**Student & Financial Aid**"
8. Click on "**Registration**"
9. Click on "**LOOK UP CLASSES TO ADD**"
10. Select **Term**
11. Select subject area of desired class, then click on "**Course Search**" Button
12. Click on "**View Sections**" button next to desired course
13. **Check box** next to desired section, and click on "**Register**" button at the bottom of the page. *Be sure to register for the desired campus and the desired start date. Some classes are accelerated and start later in the semester. Check the **DATE** column– **See Key below:***

Key for "View Sections" Page:

CMP column (Campus):

1	DeKalb Campus
4	Newton Campus
RC	Rockdale Campus
ECP	E-Campus
OL	Online
RCA	Rockdale Career Academy
DCA	Decatur High School
NCCA	Newton Career Academy

Days column:
M - Monday
T - Tuesday
W - Wednesday
R – Thursday
F - Friday
S - Saturday

Location Column:
WEB – Online Class
TBA – location to be announced
ACCELERATED –shorter semesters

CRN Column – Course Reference

*The course is now web registered and listed on your schedule, click on the "**Class Search**" button at the bottom of the page and repeat steps 10-12.*

To Print Schedule and Fee Assessment (from the Add/Drop Screen):

1. Scroll to top of page and click on "**Return to Menu**"
2. Click on "**Student Detail Schedule**" and print
3. Scroll to bottom of schedule and click on "**View Fee Assessment**" and print

Job Acquisition Skills – EMPL 1000; Introduction to Computers – COMP 1000; Computer Information Systems – CIST 1001; College Skills-COLL 1000 ; SPRINGBOARD - SENG   10/14/2022