Table of Contents

Self-Service Banner
Student Information Student Version

Accessing AAMU Banner ID/Pin.................................................................Page 3
Main Menu..............................................................................................Page 4

Registration Menu

Select Term .............................................................................................Page 7
Adding and Dropping Courses .................................................................Page 8
Look Up Classes ......................................................................................Page 13
View Weekly Class Schedule .................................................................Page 14
View Class Schedule ..............................................................................Page 15

Student Records Menu

View Holds .............................................................................................Page 17
Course Catalog .........................................................................................Page 18
Class Schedule ........................................................................................Page 21
To Access Your AAMU Banner ID and PIN Number

1. **Go to the AAMU home page:** [http://www.aamu.edu](http://www.aamu.edu)
2. Click on the myAAMU link
3. Click on the small “+” box next to Banner
4. Click **Lookup Banner ID and PIN**

![Banner SSB ID/PIN Retrieval system](image)

6. Enter your last four (4) digits of your SSN.
7. Select Month, Day and Year of your Birth Date.
8. Enter your last name.
9. Click "Show me my Banner ID/PIN number" button and your information will display on another screen.
Self-Service Banner for Student Information

1. The *Main Menu* will show at least two tabs, *Personal Information* and *Student Information*. **Note:** If you are an alumnus, an *Alumni and Friends* tab may be visible.

2. You will have two menu options via the *Student Information* tab: *Registration* and *Student Records*.

3. Your *Banner ID* is visible on this part of most *Student Information* screens.
Registration Menu
Registration Menu

1. Click on Registration to check student status, class schedule, and to add or drop classes.

2. The following functions will be possible from the Registration menu. (Note: Additional tabs will be accessible at a later date.)
Step 1: Selecting a Term

1. From the **Registration** menu, click on **Select Term**. This will select the term that you will work with until another term is selected.

   **Note:** If you do not **Select a Term** now, you will be prompted to do so when using functions that require a specific term.

2. **Select a Term** from the dropdown menu, and click the **Submit** bar. Your browser will return you to the main **Registration** menu, but the **Term** you selected has been saved.
Step 2: Adding and Dropping Courses

1. From the **Registration** menu, click on **Add or Drop Classes**.

2. Enter your **Advising (Alternate) PIN** in the Alternate PIN field to access registration.

   **Contact your Academic Advisor for your Advising PIN.**
3. The **Current Schedule** will show on the screen, and there is an **Add Classes Worksheet** at the bottom of the form. To **Add** course(s), type the **CRNs (Course Registration Numbers)** to the available block(s), and then click on the **Submit Changes** bar when done.
4. To find CRNs, click on the Class Search bar at the bottom of the page.

5. Use any combination of selection fields, and click on the Class Search bar to search. You must choose at least one Subject.

6. After selecting your fields, click the Class Search tab.
7. Select the box in front of the **CRN** to add the course:

8. After selecting the box, you can choose to either click on the **Register** tab or the **Add to Worksheet** tab.

9. To **Drop** a course, click back to the screen where the **Current Schedule** is shown, and use the option available in the **Action** dropdown list.
10. Click on the **Submit Changes** bar at the bottom of the screen to process the drop.

11. If you attempt to register for a closed course section, you will see a **Registration Add Error**. The error below is displayed because the course was closed.
Step 3: Looking up Classes

1. From the Registration menu, click on Look Up Classes. Note: You may have to reselect the Term to Search. Select the Term, and click the Submit bar. This will take you to the section covered above in the “Add or Drop Classes.”

![Registration Menu](image)

Note: You may have to reselect the Term to Search. Select the Term, and click the Submit bar. This will take you to the section covered above in the “Add or Drop Classes.”

2. Click Return to Menu from the right of the screen.
Step 4: Viewing the Weekly Schedule

1. From the **Registration** menu, click on **View Weekly Class Schedule**.

2. This **Weekly Class Schedule** shows the schedule day and time. Click on the hyperlinks for more details about the courses.

3. Click **Return to Menu** from the right of the screen.
Step 5: Viewing the Detailed Class Schedule

1. From the **Registration** menu, click on **View Detailed Class Schedule**.

2. **View Detailed Class Schedule** shows detailed information about each course and has active links to email the professor(s). *This is where you can print a copy of your schedule.*

3. Click **Return to Menu** from the right of the screen.
Student Records
Step 1: Viewing Holds

1. On the Student Records menu, choose View Holds.

2. Sample holds are shown below. If no holds exist, a message will confirm this.

3. Click Return to Menu from the right of the screen.
Step 2: Viewing the Course Catalog

1. From the **Student Records** menu, click on **Course Catalog**.

2. Choose the Catalog Term, and click the **Submit** bar.
3. Choose all appropriate fields, and click the **Get Courses** bar. You must choose at least one **Subject**.

4. Click the hyperlinked titles to view details about the courses.
5. A sample page of **Detailed Course Information** for an Accounting course is shown below. **Note:** To proceed, you must click on **Return to Previous** at the bottom of the screen.

6. Click **Return to Menu** from the right of the screen.
Step 3: Class Schedule

1. From the Student Records menu, click Class Schedule.

2. Choose the Term from the dropdown menu, and click on the Submit bar.
3. Choose the appropriate fields, and click the **Class Search** bar. You must choose at least one **Subject**.

![Class Search Form](image)

4. Click on the hyperlinks for details about the courses.

![Class Schedule Listing](image)
5. Click **Return to Previous** at the bottom of the screen to continue.

6. Click **Return to Menu** from the right of the screen.