Banner Student Self Service Tools

How do I ...

Register for **Spring 2009** classes?

View and accept my **Spring 2009** Financial Aid?

View my current transcript and holds?

View my registration status and courses I have been permitted into?

View my current class schedule?

Update my address?
Register for **Spring 2009** classes

1. In the myIIT portal select the **Academics** tab

2. In the **Registration Tools** channel click **Add or Drop Classes**

3. Choose the term from the dropdown box (**Spring 2009**) and click **Submit**

4. Enter your **Alternate PIN** and click **Submit**
5. To register for a new class click **Class Search**

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registered on Jan 14, 2009</td>
<td>None</td>
<td>20977 PSYC 525</td>
<td>01 Graduate Doctoral</td>
<td>3.00 Standard Letter</td>
<td>Child Psychopathology</td>
</tr>
<tr>
<td>Student Registered on Jan 14, 2009</td>
<td>None</td>
<td>20969 PSYC 501</td>
<td>01 Graduate Doctoral</td>
<td>3.00 Standard Letter</td>
<td>Physiological Foundation of Behavior</td>
</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 18.000
Date: Jan 16, 2009 10:33 am

6. To change registration status for a class select **Drop** or **Withdraw** from the Action dropdown menu and click **Submit Changes**

7. Look up the classes by subject, location, time, etc. Once you have made your selection, click the **Class Search** button.

If you are searching for Internet classes you can select “Internet Only”

Search for classes that meet specific major requirements
8. Check the classes you want to register for and click the Register button.
View and accept my **Spring 2009** Financial Aid

1. In the **myIIT** portal click on the **Finances** tab

2. In the **Financial Aid Awards** channel click Financial Aid Awards

3. From the drop down list, select Aid Year (currently 2008-2009) and then click **Submit**

4. In the drop down list next to each award select Accept, Decline or Decide Later. When you are finished, select the **Submit Decision** button
View my **current** transcript and holds

1. In the myIIT portal select the **Academics** tab

2. In the **Registration Tools** channel click **Transcript** link to view current unofficial transcript

Click **Holds** link to view current holds
View my registration status and courses I have been permitted into

1. In the myIIT portal select the **Academics** tab
   ![Academics tab](image1.png)

2. In the **Registration Tools** channel click the **Registration Status** link
   ![Registration Tools](image2.png)

3. Choose the term from the dropdown box (**Spring 2009**) and click **Submit**
   ![Select a Term](image3.png)

Registration Status

Courses you have been permitted into, but not yet registered for.
View my current class schedule

In the Banner Self Service channel click on Student, then Registration and Student Detail Schedule. Select the current term when prompted.

NOTE: The student has withdrawn from this class.

NOTE: The student is currently registered for this class.

Click Show Active Registration to view current schedule only.
Update my address

1. In the Banner Self Service channel click on **Personal Information**, then **Update Addresses and Phones**

2. Select the link next to the address you wish to update. To insert a new address select the type of address you want to insert and click submit.