While you are a student at GVSU you will use the Banner system often. Banner is used for many functions including class registration, housing applications, paying your bill, and accessing contact information. See the following instructions for your initial Banner login.

**My Banner Login**

1. Open Internet Explorer, Google Chrome, Firefox, Safari, or other internet browser.
2. Go to the following address: [http://www.gvsu.edu](http://www.gvsu.edu)
3. Click on the myBanner icon ( ) that appears at the top right corner of the homepage.

4. **Type** your User ID and PIN and **Click** the **Login** button

   **User ID:** This is your G number which should be listed on your acceptance letter as well as your network log-in letter. (NOTE: You must include the G in the number to login).

   **PIN:** Your PIN is a six digit number. It is your birthday (mmddyy) For example, if you were born February 6, 1985 then your PIN number will be 020685.

5. The next page is a Financial Aid Agreement. You will need to read these statements carefully and decide whether you wish to accept or decline each statement. Most students will accept both conditions, but that is an individual choice that you should be aware of.

6. Next you will need to establish a new PIN.

   NOTE: You cannot use your previous PIN number; the new number must be six to ten characters. You can include numbers and letters and it will be sensitive to capital letters.

   *Remember this new PIN*

7. Now you will write a security question that will enable you to log into your Banner account even if you forget your PIN. Please write the question in English.

   NOTE: The answer that you establish for the security question is case sensitive. Meaning that if the answer to your question is New York, you must type it in next time with the capital letters N and Y, new york will not allow you access to your account.

*Please let your Advising Center know if you are having trouble logging into your My Banner account*
Class Registration Tips

Follow these steps to register for classes in My Banner:

1. Log in to myBanner by following the steps on page 1 in this handout.
2. Click on the Student tab then on Student and Financial Aid

3. Click on Registration

4. Click on Search for Classes
5. **Search and select a specific term.**

6. **Click Submit.**

7. **Click on Advanced Search**

8. You may choose any combination of fields to narrow the search, but you must select at least one **Subject**. (NOTE: if you are unclear on course acronyms, see page 4.)
9. For this example, Physical Education was selected as the subject and course number 110 was entered. Click the Class Search button to return to results as follows.

10. To register for a course Select the box in front of the CRN – Course Reference Number and click Register

   NOTE: (C in front of the CRN identifies a closed class, meaning that the class is full)

   NOTE: To find a course description and additional information about a course click on the CRN number.

   - In the example above, CRN 25411 is closed. The only class available is CRN 25410, check the box in front of the CRN to register for the class, scroll down and click Register.

   NOTE: If you check the box and click Add to WorkSheet, you are not registered for this class.
- The CMP column indicates the campus where the class will meet. ALL – Allendale, PEW – Grand Rapids Campus, HOL – Holland Campus. Unless you have available transportation other than the Rapid Bus which runs every 7 minutes between the Allendale and Grand Rapids Campus, do not schedule for classes outside of these two campuses. For more details on the Rapid Bus System go to http://www.gvsu.edu/bus/. The bus is free of charge for all GVSU students.

- The DAYS column indicates the days the class will meet.
  NOTE: ‘R’ stands for Thursday. ‘TR’ is Tuesday and Thursday.

11. When you see the screen below then you have successfully registered for this class.
NOTE: If you know the CRNs of the classes you want to register for, you may type them in the open boxes under the Add Classes Worksheet area and click Submit Changes.

12. Classes can be dropped from this page by clicking on the drop down menu under Action field. Select Web Drop Course, to drop a class. (NOTE: You may drop and add courses up until the end of the first week that classes begin.)
13. The screen below will indicate any registration errors. The red circle with an X is indicating that you have a registration error and will need to search for a new class or get appropriate registration permits. Make sure to add all necessary components of a class when registering.
   i.e. Discussions, labs, clinical, etc.

14. At the bottom of the screen Click on Class Search to continue adding your classes.
   Repeat process from step 7 until you have registered for all your classes.

   • Linked Courses- When registering for a class that requires multiple pieces (lecture, discussion, lab); you must register for all the linked pieces simultaneously. Click on the section's course reference number (CRN) to determine which additional pieces are needed. If you do not register for all the required components or if you attempt to register for pieces that are not linked to one another, you will receive a 'LINK ERROR' message.

   • Duplicate Registration- Students who register for the same class in multiple future semesters will be dropped from the class(es) for all subsequent terms.

   NOTE: If there is an error, the class will not be added to your schedule.
   (See Appendix A for a list of additional Registration Error Messages)

15. When you are done building your schedule, Click on Return to Menu to view your schedule.
16. Click on **Student Schedule** to view a schedule for a specific semester.

17. Select the term of the schedule you wish to view and **Click Submit**.

18. Concise Student Schedule (Concise view for the student when printed).
19. Click on **Week at a Glance**, to view a weekly schedule.

20. The weekly glance of your schedule can be used as an additional scheduling tool.

If at any point you need assistance with class suggestions or have questions about registration please also contact the CCPS Undergraduate Advising Center.