



MONTANA STATE UNIVERSITY NORTHERN

BANNER WEB REGISTRATION FOR STUDENTS

1. Complete the registration form in the Class Schedule.
2. Schedule an appointment with your academic advisor to review your selections.
3. Obtain your advising PIN number from the department secretary or advisor.
4. Go to: www.msun.edu

This is the MSU-Northern home page. In the upper right corner is a drop-down menu. Drop the menu down and click on "Banner Web."

5. This takes you to a Banner content page. Click on the first item "Enter Secure Area."
6. This takes you to a login page:

Log in to secure area

After the screen activates you will be queried for your User ID. This can be either your SSN (no dashes) or Banner ID that begins with a dash.

You will then be queried for your PIN (**the first time you log on** it will be your birth date using the day/month/year format. Example April 29, 1942 would be 29apr1942 (**DDmonYYYY**) After logging on, your PIN number will expire. You will be required to change your PIN to a new eight character one (Please choose a PIN that you can easily remember). You may not use your birthday again. **This will be your new PIN and will not need to be changed again.**

The next screen will require you to enter a question and an answer as part of the security feature. If you forget your PIN number you will be directed to the question. A correct answer to the question will reset your PIN back to your birthday.

The log on procedure will ask you again for your PIN, which you just supplied as a security measure.

Student Services

Choose this link.

Registration

Choose this link.

Add/Drop classes

Choose this link. You will be queried for the term. Choose Fall Semester 2017. Click on submit term.

Enter Advisor Number

Supply the advisor number you received from the department secretary or instructor.

Add Class

Enter Course registration numbers (CRN) of classes you and your advisor have selected. Click the **submit changes** button. Successful selections will appear as "Registered" in the **Status** column. If you continue down the page an explanation of schedule errors (if any) will appear. At the bottom of the page is the option to **add** more classes.

Be sure you exit the WEB or someone could come along behind you and change your registration. Any questions or problems should be directed to the Registrar's office in Cowan Hall 220.