

Student Access Procedures to Banner Web Must Use Internet Explorer

You can access Banner Web by typing <http://banweb.plu.edu> into your web browser or you may access Banner Web through a series of steps beginning at the www.plu.edu :

- Click on the button entitled *eResources* near the top of the webpage.
- In the drop down menu, click on the text *Systems*
- In the drop down menu, click on the text *Banner*
- You may view your private information by clicking *Enter Secure Area* (Banner Web). Entry requires your PLU ID and your secret Personal Identification Number ("PIN"). For your first entry into Banner Web, your PIN is your birth date arranged MMDDYY.

To Register Online:

- Log into Banner Web using the instructions above.
- After logged in, select *Student Services and Financial Aid*
- Once page has loaded, select *Registration*
- Click on *Add/Drop Classes*. A toolbar will be on this page which will list the terms presently available for online registration.
- For students with less than 60 semester hours, a page will appear asking for the *Registration Access Code Verification*. This is a six-digit code provided by a student's academic advisor. Students with less than 60 hours are required to have this code to complete registration.
- On the following page, select the *Submit Changes* button. You will be returned to the Add/Drop page when your request is finished processing. On this page, you will be informed of any conflicts or problems in your schedule that are a result of time conflicts, instructor approval required, and other reasons for inability to schedule the course.
- To view your new schedule, select either *Student Schedule by Day & Time* or *Student Detail Schedule*.
- When you are finished with registration, please be sure to log out of Banner Web securely by clicking *EXIT* in the top, right corner of the page.

To view the CAPP and Junior Review Reports:

- Do the above steps to log into Banner Web using your ID and PIN
- Select *Student Services*
- Select *Student Records*
- Select *Degree Evaluation*
- Select a *term* (defaults to current term). Click *Submit*
- Select *View Previous Evaluations* (at the bottom center of screen)
- Select the report you wish to view (the most recent is listed first; if junior review, it will be the only one listed)
- *Detail Requirements* should be selected by default (middle option of the three listed)
- Click *Submit*

To enable a disabled PIN:

If your pin is disabled, [click here to reset your pin](#). Be sure and follow the step by step instructions, and step 6 is very important.