

Registration Walkthrough

Before you go to register, be prepared with the CRNs (Course Reference Number) for the classes you are interested in taking. You may find the CRNs by looking up the class schedule at banweb.plu.edu. Select the sixth link down "Class Schedule".

To Register:

In Internet Explorer, type in the web address: banweb.plu.edu. This is the BannerWeb homepage.

From BannerWeb, click the first link: "Enter Secure Area". You will be asked for your PLU ID number and Pin. Enter this information and click "Login". If you are experiencing problems logging in, double check that the number and pin you are entering are correct. If you have forgotten your pin, follow the prompts on the page to reset it. If you have further issues, contact the Student Service Center (x7161) via telephone for assistance.

Once signed into BannerWeb, select the "Student Services" tab.

Next, select the "Registration" tab.

Next, select the first link, "Select Term" and, using the drop down menu, choose the term for which you are first registering. Note: This registration cycle you will be registering for *J-term* and/or *Spring*. You cannot register for both together. To register for one term and then the other, you must come back to this "Select Term" link and change the term selected.

After the term has been selected from the drop-down menu, click "Submit". You will be taken back to the "Registration" screen.

Next, select the third link, "Add/Drop Classes".

In this screen, you are provided multiple fields for entering CRNs. Enter the CRNs for the term selected (i.e. J-term CRNs (4xxxx) if J-term is selected and Spring CRNs (5xxxx) if Spring is selected) and click "Submit Changes". BannerWeb will inform you if you have successfully registered for your requested classes.

If, at any point, you are experiencing trouble with this process, call the Student Service Center (x7161), the Registrar's Office (x7131) or Academic Advising (x7459) for assistance.