## Student Registration Steps Using Banner SSB 9

1. From the MyEOL Home page, select the dropdown arrow for Banner SSB 9 and then select student registration.

	Banner SSB 9 -	<u>L</u>	
	Class Search	0	
Accommodate	My Profile	Banner SSB 8	
BlackBoard	Student Registration		
	Student Self-Service		
Eagleapps	C Eagle Link	Engle Drint	

2. Select register for classes (this may prompt you to login again with your username and password before you see the screen below.)

Student • Registration Registration	
What would you like to do?	
Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
Bive yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Looking for classes Looking for classes? In this section you can browse classes you find interesting.
View Registration Information View your past schedules and your ungraded classes.	Browse Course Catalog Look up basic course information like subject, course and description.
Withdrawal Information Withdrawal Information of a student.	
3. Select the term and then press continue.	Student       • Registration       • Select a Term         Select a Term       •         • Term       • Date Range       •         Terms       • Term       •         Continue       •       •
4. Enter your Alt Pin and the select continue.	Student • Registration • Select a Term Select a Term  Were Obter Range  From Obter R

5. If you have already identified all of your course CRNs, select the option to enter CRNs. Enter your first CRN and then select add another CRN. This will bring up another CRN box and you can add your next CRN. You should do this for all courses in that semester (there should only be one CRN per box). Once you have entered all your CRNs Select

		Schedule and Options
areer Wit	hdrawals edits Used : 0 edits Remaining : :	16
nter Cou	rse Reference	e Numbers (CRNs) to Register
rm: Summer	2023	
		)
+ Add A	nother CRN Ac	dd to Summary

"Add to Summary."

<u>OR</u>

If you have not looked up your CRNs select the "Find Classes" option. Once there, enter the course subject and number then click on it when it appears in the dropdown box. You can do this for each course you are looking for or do it one by one. When you have all the courses you want to find, select "Search".

ind Classes Enter CRNs Schedule	and Options	
Career Withdrawals		
Vithdrawal Credits Used : 0 Vithdrawal Credits Remaining : 16		
Enter Your Search Criteria 🕕		
Open Sections Only		
Subject and Course Number	BIOL1620	You can add another
Subject	BIOL1620 Biology	
Course Number		
Part Of Term		
Regular or Distance Learning		
Level		
	×	

6. You will then select "Add" for the sections that you want.

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earch F	Results — nmer 2023	2 Classes Subject	and Cours	se Number: BIOL 1620 Biolo	уgy							Search Ag	jain
CRN	Subject	Coursê N	Section	Title \$	Hours	Meeting Times	Campus	Status	Instructor	Attribute	Linked Sections	Add	\$.
32256	BIOL	1620	OL1	Human Anatomy & Ph Lecture	4	S M T W T F S 09:00 AM - 12:30 PM T S M T W T F S 01:20 PM - 03:50 PM T	Dist	<b>24</b> of 25 seat	Damodaran, Tirupa			Add	6
32642	BIOL	1620	OL2	Human Anatomy & Ph Lecture	4	S M T W T F S 09:00 AM - 12:30 PM T S M T W T F S 01:20 PM - 03:50 PM T	Dist	20 of 20 seat	Damodaran, Tirupa			Add	)
11 -1	Page 1 o	f 1 🕨 )	10 ~	Per Page								Reco	rds: 2

7. When you click Add (regardless of which method you use), your screen should look like the image below. Once all of the classes you want have been added to the "Summary" section (it should say pending next to each class you added), you will select "Submit".

	es Er	ter CRNs	Sche	dule and Option	s													
earch F rm: Sun	Results — nmer 2023	2 Classes Subject	and Cours	se Number: BIC	DL1620 Biolo	gy											Search Again	
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2642	BIOL	1620	OL2	Human Anato Lecture	my & Ph	4	SMT SMT	W T F S 09:00 W T F S 01:20	AM - 12:30 PM T) PM - 03:50 PM T)	Dist	20 of 20 seat	Damodaran, Tirupa					Add	
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m																		

8. Once you select Submit, it should then show registered in the Status section of the Summary section. It will also show your class schedule by day and time in the class schedule for the term and year box.

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nd Class	es Er	ter CRNs	Sche	dule and Options														
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2642	BIOL	1620	OL2	Human Anatomy Lecture	<u>&amp; Ph</u>	4	SMTWTFS SMTWTFS	09:00 AM - 12:30 PM T 01:20 PM - 03:50 PM T	Dist	20 of 20 seat	Damodaran. Tirupa					Add		
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isplay o	r hide additi	ona <mark>l</mark> regist	ration infor	mation using Ctrl +	Alt + V. Us	e Ctrl + Al	+ C to reset all pane	ris.		Total Hours   Register	ed: 4   Billing: 4   CEU: 0   M	lin: 0   Max: 12						
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