## WELCOME TO BANNER WEB FOR STUDENT

BANNER Web for Student is an SCT product that interfaces with the UMDNJ BANNER Student system to provide Students with the ability to perform student functions through the Web. You can view and print your term course schedule, web academic transcript, financial aid tracking requirements, awards, cost of attendance, and bill. You can register for courses directly into the BANNER Student system through the Web from any device capable of accessing the World Wide Web.

In order to access this website, the computer on which you will be working must have one of the following software products installed:

Internet Explorer (version 6 recommended) Netscape Navigator (version 4 or higher; version 6.2 recommended) Internet Explorer for MAC (version 5.1)

Internet Explorer is the recommended product; some forms on the Web site may not be able to be printed using Netscape Navigator.

# QUICK START – HOW TO ...

Торіс	Page
Navigate through the Web for Student website	1
Log into BANNER Web for Student	2
Select the term you're registering in	5
Course Search	5
Register for course(s)	6
Changing and/or deleting courses	7
Calculate Tuition and Fees	8
Review Your Course Schedule	8
Accessing Your Student Record	8
Accessing Your Financial Aid	8
Accessing the Admissions Module	8

#### **GENERAL NAVIGATION**

In moving through the Web for Student site, the following navigation tools will assist you:

- The <u>Return to Menu</u> hyperlink on the upper right side of the window will return you to the main menu page.
- The <u>Help</u> hyperlink next to the menu icon will retrieve a general information window.
- The Exit hyperlink will allow you to exit from the Web for Student product.
- <u>Links</u> either on the top or the bottom of the window will take you directly to another window without returning to the main menu.
- The **Back** button on your browser toolbar will allow you to return to windows you have previously visited.
- The <u>Print</u> button on your browser toolbar will allow you to print any information viewed on the screen.

Banner Web for Students is accessed by logging on to the MYPORTAL.RUTGERS.EDU portal. Below is the web address.

http://myportal.rutgers.edu/

You will get the following screen.

🖉 University Intranet Gateway - Internet Explorer, optimized for Bing	and MSN
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University Intranet Gateway	Search 🗟 👻 🗟 👻 📑 🕈 Page + Safety +
	2
	Please read the usage policies before login
Central Authentication Service (CAS)	About the Rutgers-UMDN1
This is the single point of sign-on to many web- based resources. Once you sign in to the CAS service, you will be able to navigate to other web- based-authenticated resources without being prompted to log in again for the duration of your work day or until you quit your web browser application.	Integration On July 1, 2013, most of the schools and units of UMDNJ will be transferred to Rutgers, The State University of New Jersey. As a result of this integration, you will see changes to this website. Learn more about the <u>Rutgers-UMDNJ Integration</u> .
Login Required. You have requested access to a site that requires authentication.	[131]0020201302.001 W
Login	
User Name	
Password	
Forgot Password? (Reset Password/Unlock)	1 >>
Home   About CAS   Contact Us   H	elp   Terms Of Use   Security Statement   Privacy Statement

- Enter your Portal User NameEnter your Portal Password
- > Click Login

This will bring you to a window that looks **similar** to this:

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University-wide ToolBox	University News Service e-clips		-	
Telephone Directory Change Form     Accounts Payable & Travel Forms     Surf Control	<ul> <li>Archived e-clips</li> <li>Today's e-clips</li> </ul>			My Calendar 2013
My University ID Setting up a Vacation Message University Laptop Encryption survey	Personal Announcements There are no announcements			S         M         T         W         T         F         S           30         01         02         03         04         05         06           07         08         09         10         11         12         13
UMDNJ 2012 Annual Fund Contribution ISO Training Modules Rave - Emergency Notification Registration UMDNJ Policy Library	Campus Announcements There are no announcements			14         15         16         17         18         19         20           21         22         23         24         25         26         27           28         29         30         31         01         02         03           Today is: 2013/07/02
Student ToolBox	Panner Self-Service			Events:
2) Setting up Email Forwarding NJ Transit's Quik-Tik Program 2) Accessing Email from my.umdnj.edu MadEd Portal	Personal Information Employee Services View Pay Stubs Student Enrollment Services			None Invitations: None
Staff Toolbox	Apply for Admission Class Schedule			
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Click the Student Enrollment Services under the Banner Self Service Section. You will get a screen that looks like this:



Click the **Registration** link on the Student Enrollment Services Menu page (see above) to bring you to the following window:



**Click the Step 1: Check Eligibility to Register** link. This will show any holds that you may have that would prevent you from registering via the web. If the code SR appears when you try to select courses, this means that you have a Hold on your account. SR means Student Restriction. You would have been contacted by Student Affairs via email regarding any holds placed on your account prior to registration.

Use the Back button or the Registration Menu at the bottom of the page to return to the Registration Menu (see below).



#### **Click the Step 2: Select Term & Courses**

You **must** identify the correct semester or term code in order to register for courses. Click the down arrow to see all terms available for registration. The following window will appear: The proper term to select for **Spring 2015** for GSBS is : <u>Spring 2015 (55)</u>.

🧉 My University Portal - Windows Internet Explorer	
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> Highlight the term you wish to register for courses. **Spring 2015 (55)** Click the Submit button.

This will bring you to a window that looks **similar** to this:

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							Jul 02	2, 2013 11:34 am
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If you wish to search for courses by **Subject**, please note that the subject **descriptions** are listed alphabetically. Course subject codes are the four digit letter abbreviations that come before the actual course numbers. For GSBS Newark, the subject codes and descriptions are listed below. Select the Subject code and Level Code GSBS Newark, then Class Search. Every Newark Division course under that subject code will be displayed.

### GSBS Newark Division Course Subject Codes Subjects are alphabetized by the description of the code and not the code itself

Course Subject Code	Subject Code Description			
BIOC	Biochemistry			
BMEG	Biomedical Engineering			
CBMM	Cell Biology & Molec Medicine			
CBNP	Cellular Biology, Neuroscience & Physiology (CBNP)			
DENT	Oral Biology			
GINF	Graduate Informatics			
GSBS	Graduate Sciences			
GSND	GSBS Newark Division			
MBGC	Molecular Biology, Genetics & Cancer (MBGC)			
MICR	Microbiology			
MPHD	MD/PHD Course			
MSBS	MS Biomedical Sciences			
NEUR	Neurosciences			
PATH	Pathology			
PHMS	Integrative Biomed Ph.D.			
PHPY	Pharmacology & Physiology			
TIII	Infection, Immunity & Inflammation (I <sup>3</sup> )			

You are authorized to select GSBS Newark Division courses ONLY. Refer to your printed course schedule and any advisement you have received to determine the courses for which you are eligible to register. If you wish to search for a course with the subject code and the course number, remember that the Q at the end of the course is part of the course number. **For example**, for course GSBS 593AQ, the subject is GSBS (Graduate Sciences) and the course number is 593AQ, not just 593A. For the search to be successful, you must enter all parts of the course number unless you choose to search for all courses in a particular subject. You can also add the other criteria, Campus, Newark, level GSBS Newark, but they are not necessary if you have the correct course information entered. After you have selected your search criteria, click the **Class Search button**. The following window will appear listing all courses found under your search.

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- > Check the 'Select' box next to the course(s) you wish to register.
- > Click the Register button. This will bring you to the **Registration PIN Verification** screen.

**Note:** A confidential Registration PIN is required for web registration. The system will prompt you to enter that registration PIN here. If you have a Hold on your account, a code of SR or Student Restriction will appear on your screen next to any courses you try to select and you will not be able to register. If a Hold has been placed on your account you will have received an email notification from Student Affairs.

Please refer to your registration instructions to determine how your Registration PIN will be distributed to you. Master and Certificate students will be emailed their PINs directly but some doctoral students will be required to meet with their Program Directors to obtain the registration PIN.

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If no Registration Pin is required, the following window will appear:

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The above page shows courses you are registered whether or not you registered via the web.

You may **Submit Changes**, do another **Class Search**, **View Holds**, or do a **Fee Assessment** of your bill by clicking on the button or links at the bottom on the page.

You may **Return to the Main Menu** or **Exit** the web by clicking on the links at the top right hand corner of the page.

Your selection will bring you to the proper window. Follow the instructions on the page.

If you select Return to the Main Menu the following window will appear (Registration Menu):



You may Calculate Tuition and Fees and/or Review your Course Schedule.

If you select **Return to the Main Menu** from this page, the following window will appear (Student Enrollment Services Main Menu):



From this Menu, you may click on any link to access your:

- Student Record to review your course schedule; View your holds; Review course work and grades; Review charges and payments via Account Summary link; Review your IRS Form 1098-T information.
- > Financial Aid to review Financial Aid Tracking requirements, awards, and cost of attendance.
- > Admissions to apply for Admissions.