 Registration Using Self-Service Banner (SSB)

Once you have logged into OneTech, locate the Banner Self-Service module on your Home tab.

First, you must look up the student’s transcript to determine which classes are appropriate for registration.

Select Faculty and Advisor, then Student Information Menu, then select Academic Transcript.

A future term should be selected, click Submit.
Enter the Student’s ID (the T must be capitalized), or search by name (not case sensitive) in the Query fields, then click Submit.

Verify you have the correct student selected and click Submit.
NOTE: You can only view the transcript online; any transfer work will be listed first, the most recent ATU coursework will be at the bottom.

Click the Return to Menu arrow to get back to the Student Information Menu and complete registration.

Click Register Students and Add/Drop Classes.
NOTE: the Student Registration Code is the code you may elect to give to the student so he/she may register and add/drop classes.

If the student is already registered in a course(s) they will appear here; to drop, select Web Drop from the Action dropdown box.

Enter the Faculty Registration Code and click Submit.

Enter the CRN(s) for any new/additional courses, then click Submit Changes.