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 . . .

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GENERAL NAVIGATION

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

- The **Return to Menu** hyperlink on the upper right side of the window will return you to the main menu page.
- The **Help** 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.
- **Links** 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 **Print** button on your browser toolbar will allow you to print any information viewed on the screen.
The Web site address for Web for Student, Web for Faculty, and Web for employees is the following:

https://my.umdnj.edu

You will get the following screen.

- Enter your User Name.
- Enter your Password.
- Click Login.
This will bring you to a window that looks **similar** to this:

> Click the **Student Enrollment Services & Financial Aid** under the Banner Self Service Section. You will get a screen that looks like this:
Click the Registration link on the Student Enrollment Services & Financial Aid 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. Instructions will appear on the page on how to resolve the hold.

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 term you wish 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 Fall 2008 for GSBS is: Fall 2008(15).

- Highlight the term you wish to register for courses. Click the Submit button.

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

Follow the instructions on the page to search for courses under Subjects. **DO NOT SELECT** the default ALL. Select Piscataway for all criteria, i.e., Campus: Piscataway; Course Level GSBS – Piscataway; Part of Term – GSBS – P Term. You are authorized to select GSBS Piscataway courses ONLY to register for. Refer to the on line course schedule for the list of courses you are eligible to register for. **If you wish to register for a Rutgers course not listed here but available on the Rutgers Web site listing (http://www.acs.rutgers.edu/soc), before completing registration contact Brenda Griffin griffibl@umdnj.edu to arrange the course to be added.**
Click the Class Search button. The following window will appear listing all courses found under your search.

- Check the 'Select' box next to the course(s) you wish to register.
- Click the Register button.

**Note:** A confidential Registration PIN is required for web registration.

Students in the Biochemistry and Environmental Exposure programs are required to meet with their program director or their designate to review courses and receive their confidential PIN. Other students will obtain their confidential PIN by email.
If no Registration Pin is required, the following window will appear:

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 & Financial Aid 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.