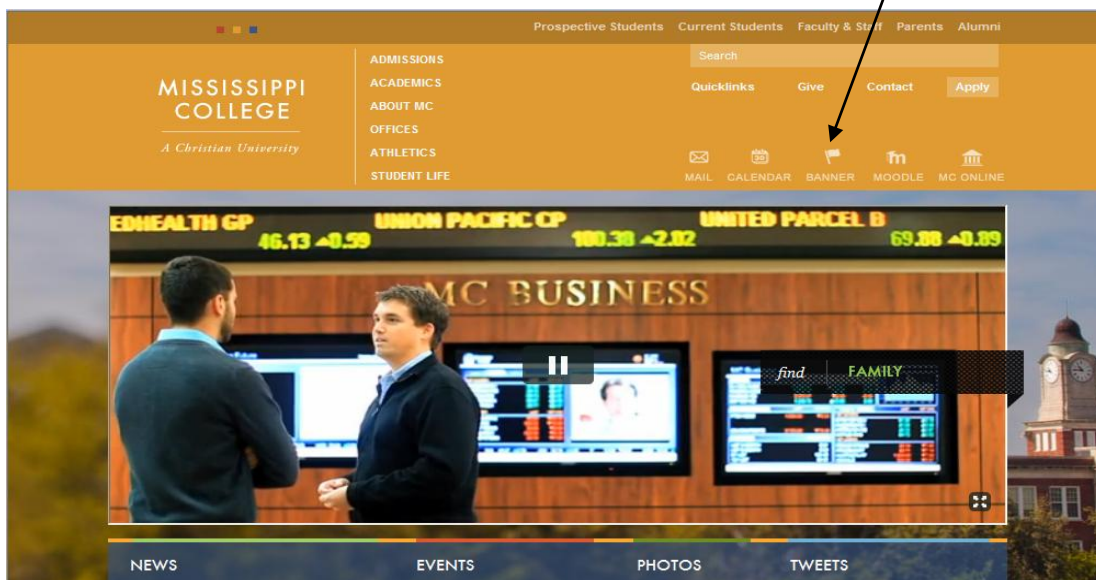




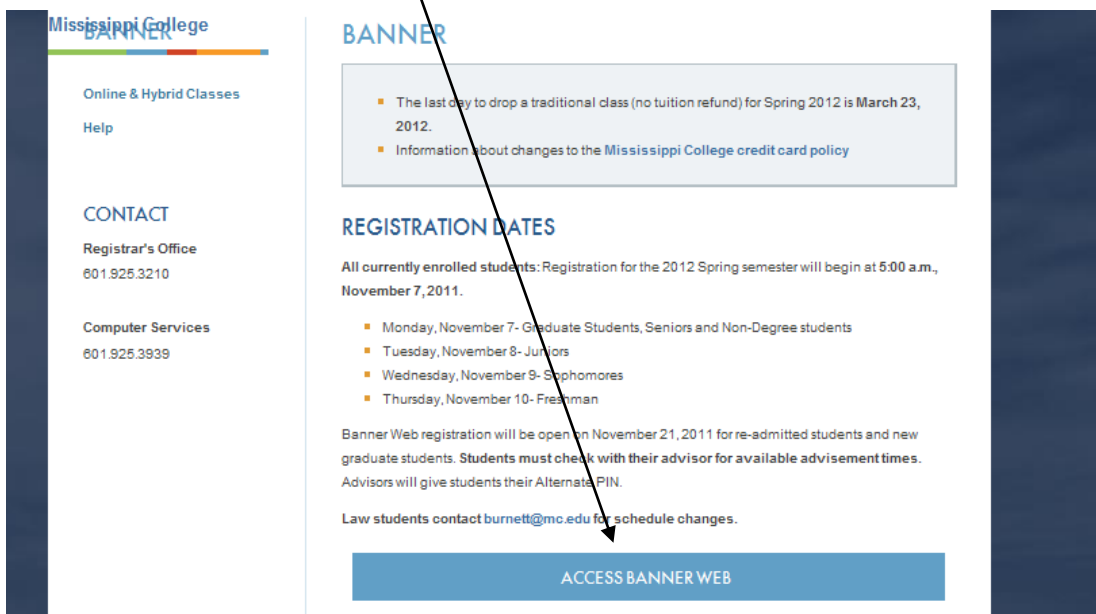
Banner Web Login and Registration Instructions

Before registering on-line, you must see your advisor to get your schedule approved. Your advisor will issue you an Alternate PIN that will be required to enter your classes on-line. This is a separate PIN from what you use to login to Banner Web.

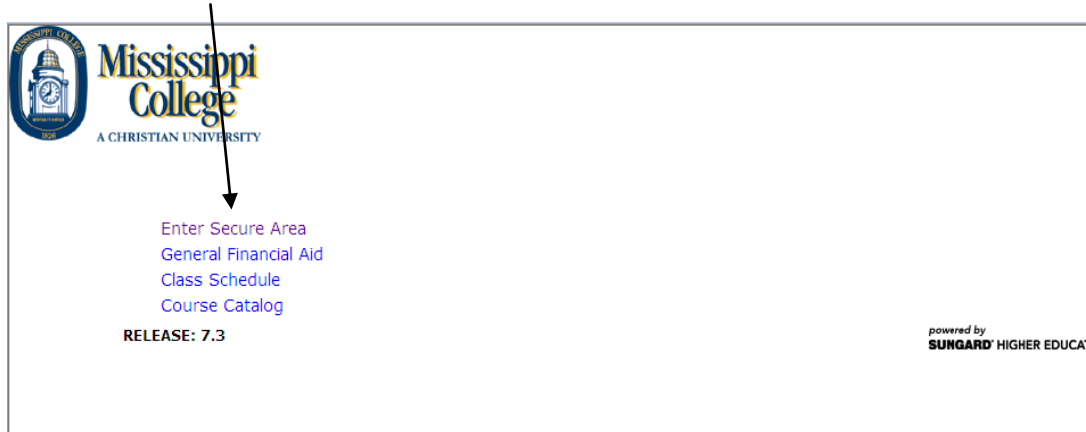
1. Go to the MC Home Page at <http://www.mc.edu> and click on “Banner.”



2. Then click on the ACCESS BANNER WEB button.



2. Click on **Enter Secure Area**




3. Enter **User ID**: - User ID is your 700 MC ID Number (no dashes)
Enter **PIN**: - PIN is initially your date of birth entered as MMDDYY (example 062380).

The screenshot shows the login page of the Mississippi College website. The header includes the college logo and name. Below the header, there is a login form with the following text: "Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login." Below this, there is a note: "Please Note: ID is Case Sensitive" and another note: "To protect your privacy, please Exit and close your browser when you are finished." The form has two input fields: "User ID:" and "PIN:". Below the "User ID:" field, there is an example: "Example: 700123456". Below the "PIN:" field, there is an example: "Example: 061290 for June 12, 1990". There are two buttons: "Login" and "Forgot PIN?". The text "RELEASE: 7.3" is visible at the bottom left, and "powered by SUNGARD HIGHER EDUCATION" is at the bottom right. A red arrow points from the text "Enter User ID:" to the "User ID:" input field.

After 5 unsuccessful attempts to login, Banner Web will disable your account and you will need to contact the Registrar's Office at 601-925-3210.


NOTE: The first time you login you will be required to change your PIN.
(Must be six numbers in length)



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[HELP](#) [EXIT](#)

Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN: Reenter your date of birth in the Old Pin field
New PIN: Enter new PIN. Must be 6 numbers
Re-enter new PIN:


The first time you login you will also be required to type a Login Security Question and Answer to use in the event you forget your password.



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[HELP](#) [EXIT](#)

Login Verification Security Question and Answer

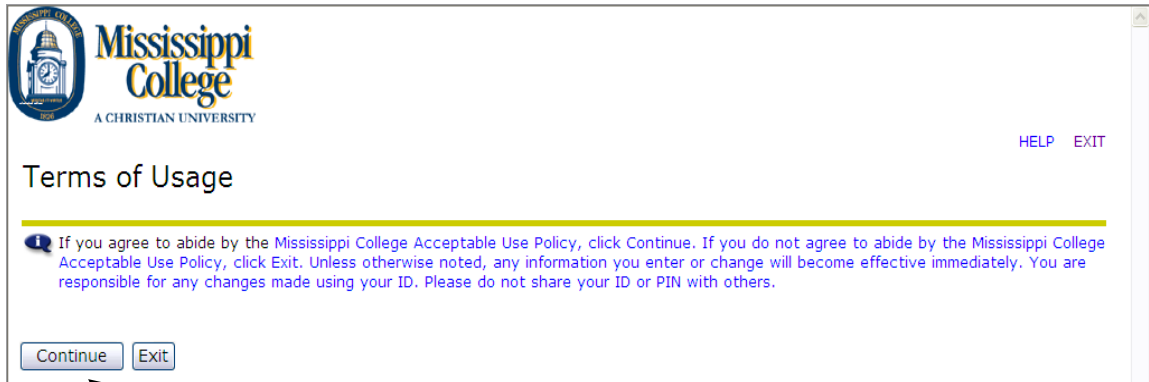
 If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information.
To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:

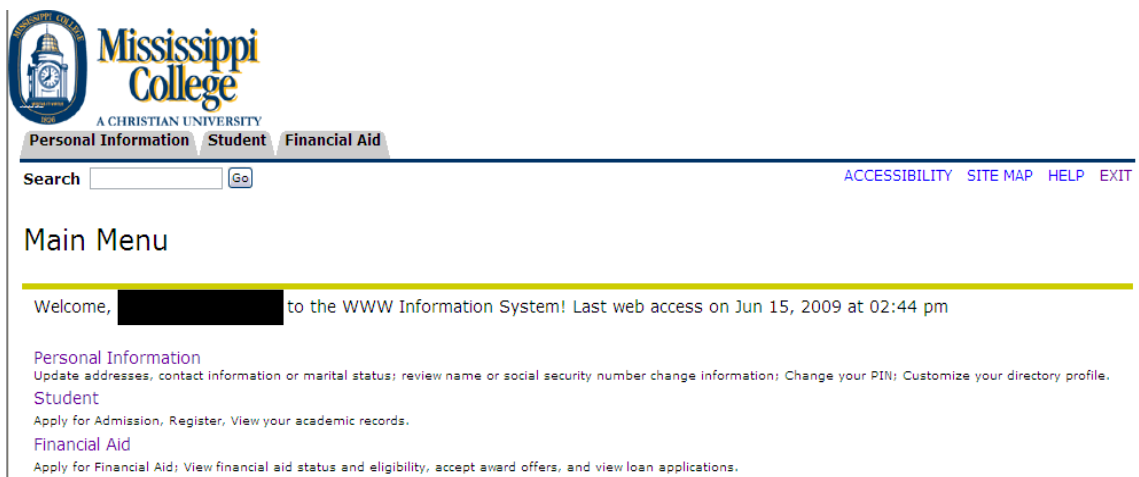
Answer:

4. Read and Accept the **Terms of Usage** by clicking the **Continue** button. Violations to the MC Acceptable Use Policy may result in loss of Banner Web privileges.



Click the **Continue** button.

5. You will now see the **Main Menu** page.



6. Click on **Personal Information** to view your address, change your login pin, or security question. If you need to update your mailing address, go to this link:
<http://www.mc.edu/about/offices/registrar/address/>

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Personal Information Student Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Personal Information

- [Change Security Question](#)
- [View Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Change your PIN](#)

Need to update your PIN? [Change it here.](#)

REGISTRATION STEPS

- Click on **Student** tab and choose **Registration** from the menu options. Registration will allow you to check your registration status, class schedule and add or drop classes.

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Personal Information Student Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student

- [Registration](#)
Check your registration status, class schedule and add or drop classes
- [Student Records](#)
View your holds, grades and transcripts
- [Student Account](#)
View your account summaries, statement/payment history and tax information

- When you click on Registration, this screen will appear. Click **Select Term**.

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Personal Information Student Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Registration

- [Select Term](#)
- [Add or Drop Classes](#)
- [Look Up Classes](#)
- [Week at a Glance](#)
- [Student Detail Schedule](#)
- [Registration Fee Assessment](#)
- [Registration Status](#)
- [Active Registration](#)
- [Registration History](#)

9. Click the drop down arrow and choose the correct term for your registration and then click Submit.

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Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration Term

Select a Term: Spring 2012

Submit

Jun 15, 2009 03:08 pm

10. You will return to the Registration menu where you will click **Add or Drop Classes**.

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Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration

- Select Term
- Add or Drop Classes
- Look Up Classes
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Active Registration
- Registration History

11. In order to register you must enter your Alternate Pin number. Your faculty advisor will give you this number when you are advised. You Alternate Pin number will change each semester. Enter your Alternate Pin number and click Submit.

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Search Go RETURN TO MENU SITE MAP HELP

Alternate PIN Verification

Please enter your Alternate PIN to access registration.

Alternate PIN:

Submit

12. You can type the 5 digit CRN(Course Reference Number) for each class and then click **Submit**. If you do not know the CRN, click the **Class Search** button and this will take you to the online class schedule. To use the online class schedule, you must select a **Subject** in the **Subject** window. Then click **Submit** at the bottom of the screen. Detail searches may be performed by entering additional information; ex: course number, part of term, instructor, etc., but a **Subject** must always be entered for any search.

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Personal Information Student Faculty Services Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
By clicking submit, I hereby agree and promise to pay to Mississippi College and/or its assigns all fees for tuition, room, board, and any other expenses which may become due. I further agree and promise to pay all attorney's fee and other costs of collection.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

[View Holds | Registration Fee Assessment]

13. When registering for a course that also has a co-requisite, like English 102, you must also register for the co-requisite, which in this case is English 099 Writing Proficiency Exam. If you only select English 102, you will receive this Registration Error Message. **NOTE:** The CRNs in this example may not be current, be sure and enter the correct CRNs.

***Web Registered** on Apr 07, 2009 None 10489 KIN 211 A Undergraduate 3.000 Normal Basic Principles of Nutrition

***Web Registered** on Apr 07, 2009 None 10492 KIN 401 A Undergraduate 3.000 Normal Facility Design & Event Mgt

***Web Registered** on Apr 07, 2009 None 11737 KIN 315 A Undergraduate 2.000 Normal Prncpls of Coaching Baseball

Total Credit Hours: 15.000
Billing Hours: 15.000
Maximum Hours: 19.000
Date: Jun 15, 2009 03:34 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
CORQ_ENG 099 REQ	10232	ENG	102	B	Undergraduate	3.000	Normal		English Composition

Add Classes Worksheet

CRNs

10232 10233

Submit Changes Class Search Reset

14. If you need to drop a class in which you are registered, go to **Registration**, select the term, select **Add or Drop classes**. Click on the down arrow next to the course. Select **Web Drop**. Click **Submit Changes**. To add a class see step 12.

add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action list.
clicking submit, I hereby agree and promise to pay to Mississippi College and/or its assigns all fees for tuition, room, board, and any other expenses which may become due. I further agree and promise to pay all attorney's fee and other costs of collection.

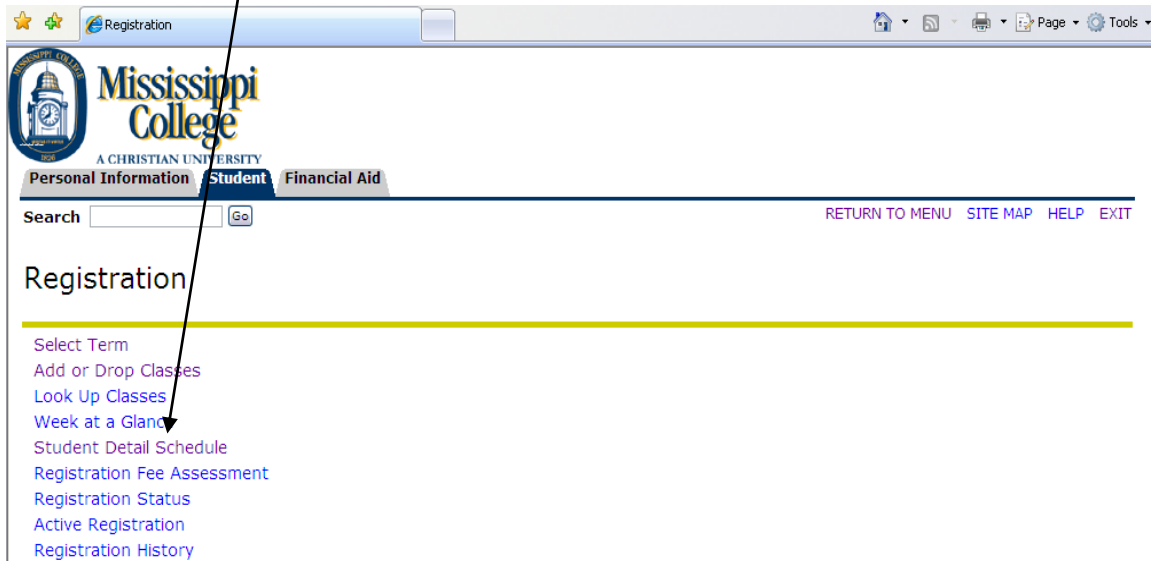
nt Schedule

	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered** on Apr 06,	None	10405	NUR	341	A	Undergraduate	1.000	Normal		Professionalism
Registered** on Apr 06,	***Web Drop***	10406	NUR	343	A	Undergraduate	3.000	Normal		Pharmacology
Registered** on Apr 06,	None	10407	NUR	344	A	Undergraduate	4.000	Normal		Clinical Practice I
Registered** on Apr 06,	None	10408	NUR	345	A	Undergraduate	5.000	Normal		Nursing I
Registered** on Apr 06,	None	10409	NUR	353	A	Undergraduate	3.000	Normal		Health Assessment

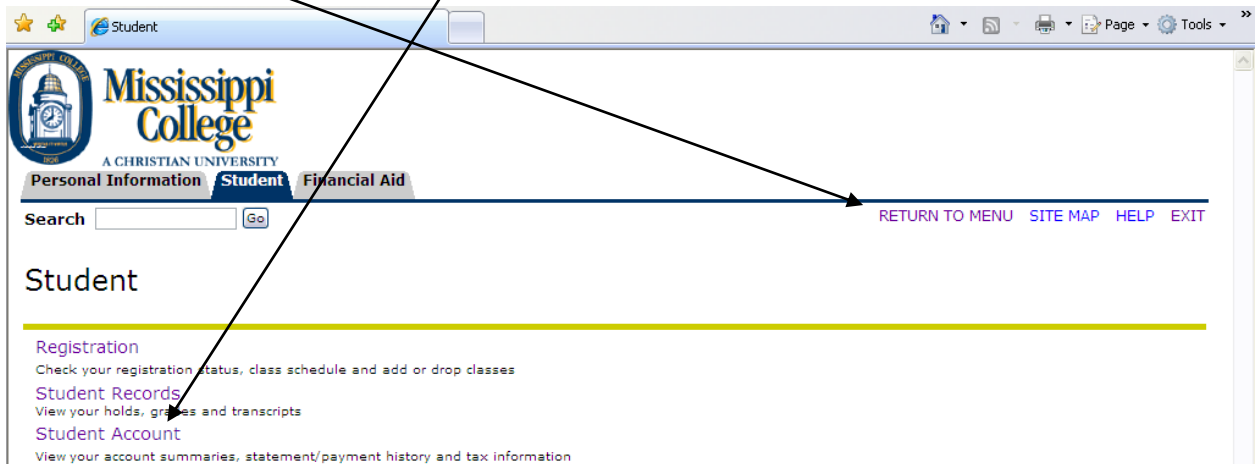
redit Hours: 16.000
ours: 16.000
m Hours: 0.000
m Hours: 19.000
Date: Jul 09, 2010 01:40 pm

lasses Worksheet

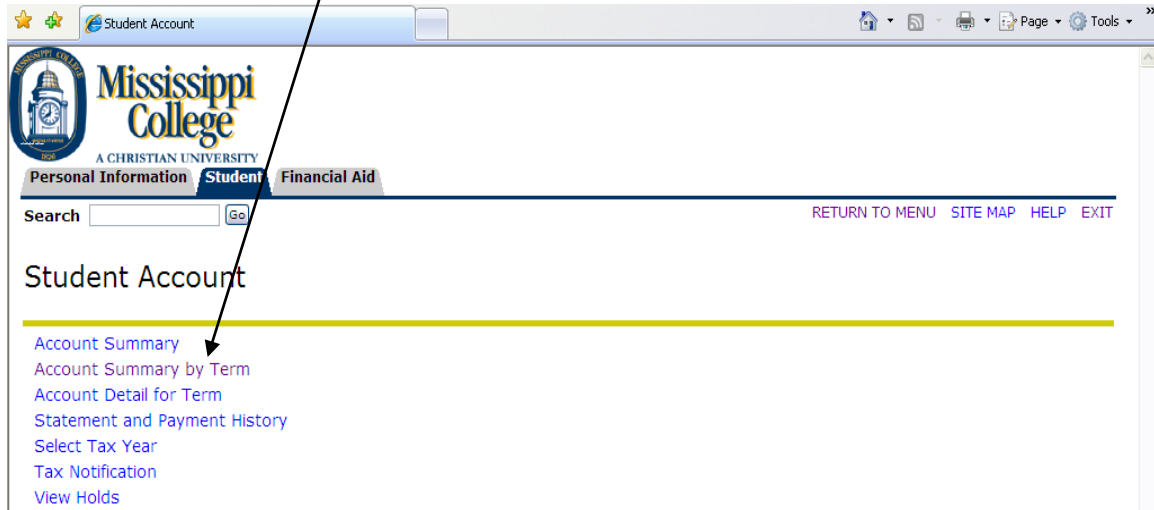
15. Once you submit your courses, go to the Registration menu and print your schedule. Click **Student Detail Schedule**. You will need this schedule to purchase your books at the bookstore.



16. Once fees have been assessed by the Bursar's Office, you may view your charges. Click on **Return to Menu** and click **Student Account** from the menu.



17. Click on **Account Summary by Term** to view term charges. Any questions pertaining to your account should be directed to the Bursar's Office at 601-925-3308.



NOTE: Statements will no longer be mailed. An option for on-line credit card payments is available.

18. **VERY IMPORTANT – Be sure to logout when you complete registration by clicking the EXIT button located in the top right corner of the page. FOR SECURITY PURPOSES – CLOSE THE INTERNET BROWSER WHEN YOU COMPLETE REGISTRATION.**