

Banner Student Self Service Tools

Click on a question below to jump to the answer.

How do I ...

Register for classes?

View and accept my Financial Aid?

View my current transcript and holds?

View my registration status and courses I have been permitted into?

View my current class schedule?

Update my address?

Register for classes

1. In the myIIT portal select the **Academics** tab
2. In the **Registration Tools** channel click **Add or Drop Classes**



Welcome Academics Student Life Finances Library Research My Stuff Portal Help

Academic Profile

Primary

Class Standing: Graduate Degree Seeking
Effective Term: Fall 2008
Level: Graduate

Registration Tools

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Change Class Options

3. Choose the term from the dropdown box and click **Submit**

Personal Information Student Financial Aid Employee

Search Go

Registration Term

Select a Term: Spring 2009

- Spring 2009
- Spring 2009
- 2009 Professional Learning

Submit

4. Enter your **Alternate PIN** and click **Submit**

Personal Information Student Financial Aid

Search Go

Alternate PIN Verification

Please enter your Alternate PIN to access registration.

Alternate PIN:

Submit

5. To register for a new class click **Class Search**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Student Registered on Jan 14, 2009	None	20977	PSYC	525	01	Graduate Doctoral	3.000	Standard Letter	Child Psychopathology
Student Registered on Jan 14, 2009	None	20969	PSYC	501	01	Graduate Doctoral	3.000	Standard Letter	Physiological Foundation of Behavior

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 18.000
Date: Jan 16, 2009 10:33 am



6

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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5



6

6. To change registration status for a class select **Drop** or **Withdraw** from the Action dropdown menu and click **Submit Changes**

7. Look up the classes by subject, location, time, etc. Once you have made your selection, click the **Class Search** button.

Subject: Anthropology
Architecture
Art and Architectural History

Course Number:

Title:

Schedule Type: All
Accelerated Course
Clinical

Credit Range: hours to hours

Campus: All
Corporate Site
Downtown Campus

Course Level: All
Continuing Education
Graduate

Part of Term: All
Non-date based classes only
1st Eight Weeks (Semester)
2nd Eight Weeks (Semester)

Instructor: All
Aamot, Kari Lynn
Abarji, Snejana

Attribute Type: All
CAEE Design Course
CSCI Technical Elective

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

If you are searching for Internet classes you can select "Internet Only"

Search for classes that meet specific major requirements

8. Check the classes you want to register for and click the Register button.

Sections Found

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
<input type="checkbox"/>	10071	BIOL	100	1	MC	2.000	Introduction to the Profession	R	08:35 am-09:50 am	30	1	29
<input checked="" type="checkbox"/>	10076	BIOL	109	1	MC	1.000	General Biology Laboratory	T	08:35 am-11:15 am	24	1	23
<input checked="" type="checkbox"/>	10077	BIOL	109	2	MC	1.000	General Biology Laboratory	T	01:50 pm-04:30 pm	24	1	23
	10078	BIOL	109	3	MC	1.000	General Biology Laboratory	R	01:50 pm-04:30 pm	24	1	23
<input type="checkbox"/>	10093	BIOL	414	1	MC	3.000	Genetics for Engineering Scientists	MWF	10:00 am-10:50 am	8	0	8
<input type="checkbox"/>	10105	BIOL	446	1	MC	3.000	Cell Biology Laboratory	M	06:25 pm-09:05 pm	36	0	36
								R	08:35 am-12:40 pm			
<input type="checkbox"/>	10106	BIOL	490	0	MC	1.000-3.000	Individual Study	TBA		2	0	2
<input type="checkbox"/>	10107	BIOL	491	0	MC	1.000-3.000	Biology Research Project	TBA		2	0	2

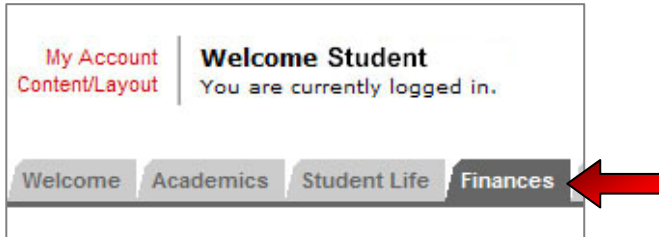
Register

Add to WorkSheet

Class Search

View and accept my Financial Aid

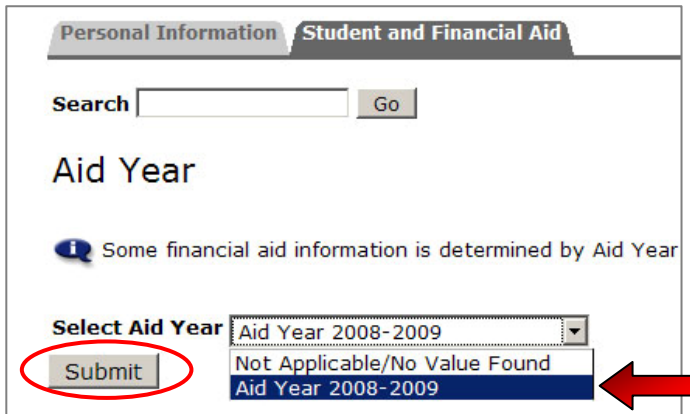
1. In the **myIIT** portal click on the **Finances** tab



2. In the **Financial Aid Awards** channel click Financial Aid Awards



3. From the drop down list, select Aid Year and then click **Submit**



4. In the drop down list next to each award select Accept, Decline or Decide Later. When you are finished, select the **Submit Decision** button

Award Decision				
Fund	Status	Amount	Award Decision	Accept Partial Amount
Federal Work Study	Offered	\$2,500.00	Decide Later	
Fed. Parent Loan for Student	Accepted	\$5,000.00	Decide Later	
Private Loan	Accepted	\$10,000.00	Accept	
Federal Subsidized Staf. Loan	Offered	\$2,500.00	Decline	
Federal Unsub. Stafford Loan	Accepted	\$2,000.00	Decide Later	
Total		\$22,000.00		
Accept Full Amount All Awards		Submit Decision		

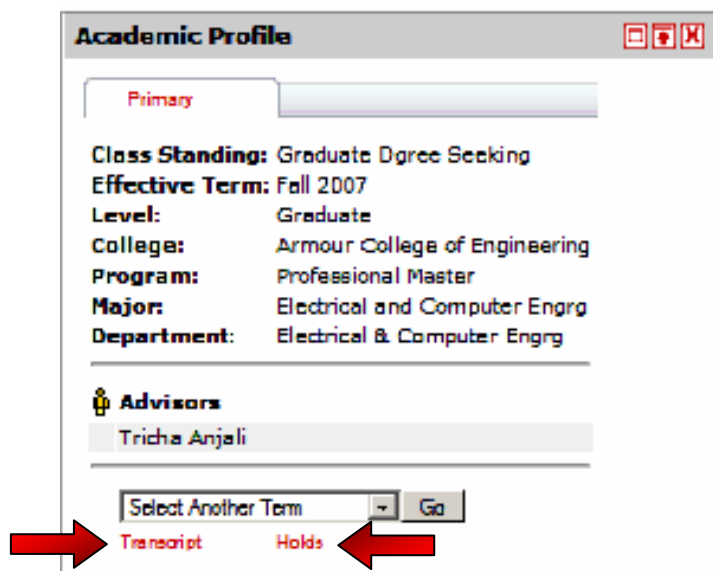
View my **current** transcript and holds

1. In the myIIT portal select the **Academics** tab



2. In the **Registration Tools** channel click **Transcript** link to view current unofficial transcript

Click **Holds** link to view current holds



The screenshot shows a window titled 'Academic Profile'. It contains the following information:

- Primary** (tab)
- Class Standing:** Graduate Degree Seeking
- Effective Term:** Fall 2007
- Level:** Graduate
- College:** Armour College of Engineering
- Program:** Professional Master
- Major:** Electrical and Computer Engrg
- Department:** Electrical & Computer Engrg

Below this is an **Advisors** section with the name Tricha Anjali.

At the bottom, there is a dropdown menu labeled 'Select Another Term' and a 'Go' button. Below the dropdown are two links: 'Transcript' and 'Holds'. Red arrows point to both 'Transcript' and 'Holds'.

View my registration status and courses I have been permitted into

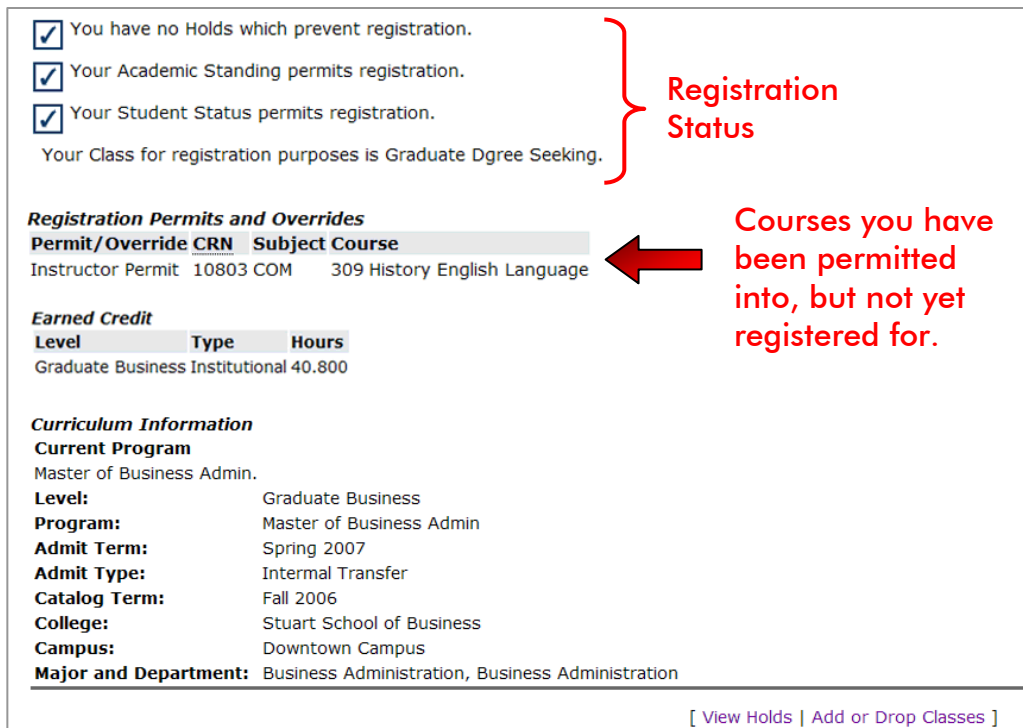
1. In the myLLT portal select the **Academics** tab



2. In the **Registration Tools** channel click the **Registration Status** link



3. Choose the term from the dropdown box and click **Submit**



The image shows a registration status page with the following sections:

- Registration Status:** Three checked boxes indicating no holds, academic standing, and student status permit registration. A red bracket groups these items with the label 'Registration Status'.
- Registration Permits and Overrides:** A table with columns 'Permit/Override CRN' and 'Subject Course'. A red arrow points to the table with the label 'Courses you have been permitted into, but not yet registered for.'
- Earned Credit:** A table with columns 'Level', 'Type', and 'Hours'. It shows 'Graduate Business Institutional 40.800'.
- Curriculum Information:** A section titled 'Current Program' listing details for the Master of Business Administration program, including level, program, admit term, admit type, catalog term, college, campus, and major and department.

[View Holds | Add or Drop Classes]

View my current class schedule

In the Banner Class Schedule channel, click on **View Current Schedule**. Select the current term when prompted.

The screenshot shows a window titled "Class schedule" with a "View Current Schedule" button. A red arrow points to this button. Below it is a "Registration Term" dropdown menu with a "Submit" button. The dropdown menu is open, showing a list of terms: "2010 Professional Learning", "2010 Professional Learning", "Fall 2009", "Summer 2009", "Spring 2009" (highlighted), "2009 Professional Learning (View only)", and "Fall 2008 (View only)". A red arrow points to the "Spring 2009" option. Below the dropdown, it says "RELEASE: 7.2".

The screenshot shows the "Student Detail Schedule" page. It displays two class entries:

- General Biology Laboratory - BIOL 109 - 2**
 - Associated Term: Spring 2009
 - CRN: 10077
 - Status: Withdrawn on Jan 12, 2009
 - Assigned Instructor:
 - Grade Mode: Standard Letter
 - Credits: 1.000
 - Level: Undergraduate
 - Campus: Main Campus
- History of the English Language - COM 309 - 1**
 - Associated Term: Spring 2009
 - CRN: 10803
 - Status: Student Registered on Jan 5, 2009
 - Assigned Instructor: Gregory Pulliam
 - Grade Mode: Standard Letter
 - Credits: 3.000
 - Level: Undergraduate
 - Campus: Main Campus

Red arrows point to the "Status" fields for both classes. A note next to the first class says "NOTE: The student has withdrawn from this class." A note next to the second class says "NOTE: The student is currently registered for this class." At the bottom, there is a "Return to Previous" link and a "Show Active Registrations" link circled in red. Other links include "Show Registration History", "Add or Drop Classes", and "Look Up Classes".

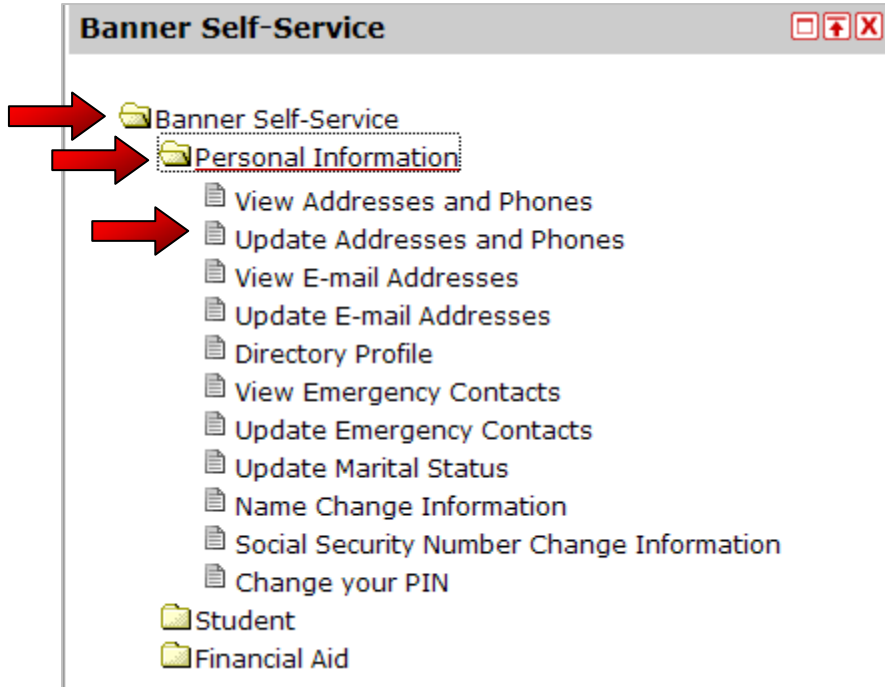
Class Schedule with location, time, instructor and other information.

Click **Show Active Registration** to view current schedule only

Update my address

Make sure to keep your addresses current to guarantee that correspondence from IIT is delivered to the correct address.

1. In the Banner Self Service channel click on **Personal Information**, then **Update Addresses and Phones**



2. Select the link next to the address you wish to update. To insert a new address select the type of address you want to insert and click submit.

