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**

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

4. Enter your **Alternate PIN** and click **Submit**
5. To register for a new class click **Class Search**

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Cse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
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<td>None</td>
<td>20977 PSYC 525</td>
<td>01</td>
<td>Graduate</td>
<td>3.000</td>
<td>Standard Letter</td>
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<td>Standard Letter</td>
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Total Credit Hours: 6,000  
Billing Hours: 6,000  
Maximum Hours: 18,000  
Date: Jan 16, 2009 10:33 am

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
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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.

- 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.

<table>
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<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
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<th>Cred</th>
<th>Title</th>
<th>Days</th>
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<td>MC</td>
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<td>2</td>
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<td>2</td>
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</table>

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

1. In the myIIT 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**

Courses you have been permitted into, but not yet registered for.
View my current class schedule

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

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

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

NOTE: The student has withdrawn from this class.

NOTE: The student is currently registered for this class.
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.