

# Registration Instructions for ABAC Students

- Go the web address [www.abac.edu](http://www.abac.edu)
- Click on **Log In** the brown area on the left of the screen
- Click on **myABAC** under **Student Links** on the left
- Under the Log In Section, enter your Stallions email username. (Use the link on the left to look up your email if you do not know it).
- Enter your Password in the **Password** field
  - For new students your PIN is your six-digit date of birth (formatted MMDDYY).
- If this is your first entry into myABAC, you will be prompted to enter a few **Security Questions** and **Answers**. This will aid you in the future if you should forget your PIN. In the question fields, enter questions which are easy for you to answer, but is not easily answered by someone else. In the answer field, enter your answer (remember exactly how you enter it or this option won't work for you in the future). Click **Continue to myABAC**.
- Click on **Banner** under the myABAC Links. Banner Web will open in a new window.
- Click on **Student Academic Records & Financial Services** and then on **Registration**.
- Click on **Add/Drop Classes**
- In the box on the **Select Term** screen, select the term for which you are registering, then **Submit**
- To search for available classes, click on **Class Search** (bottom of screen the middle button)
- Enter the desired search parameters. Then click on **Class Search**.
- Select the desired course you want to register for by checking the box in the left column of the screen and clicking **Register** at the bottom left of the screen (you may need to scroll down to the bottom).
- The **Add/Drop** screen will reappear. If an error message appears, determine what the error is and try again. An explanation of common errors is available at <http://www.abac.edu/registrar/RegInstruction/ErrorTips.pdf>.
- Repeat the class search steps until your schedule is complete, always noting the times and days for each class so as to avoid scheduling classes at the same time.
- If you register for a class, then decide to drop that class, click on the pull-down box in the Action column of your schedule and select **Dropped Course-Web**. Click on **Submit Changes**.
- Once your schedule is complete, click **Return to Menu** at the top right of the screen. You will be at the Registration menu. There are two viewing options:
  - **Student Schedule by Day & Time** – shows your schedule in time blocks for each day.
  - **Student Detail Schedule** – shows information for your schedule that is helpful at the Bookstore when purchasing books.

## Helpful Hints:

- The only required search parameter is the Subject. To avoid scheduling classes on the wrong campus, use the Campus search option (Tifton is the Main Campus; Moultrie is Moultrie Campus).
- If you do not know Stallions email, click on the red link **Click HERE to look up Your Email Address**. Complete the fields as requested and click **Continue**.
- Class days are abbreviated as below:
  - M = Monday
  - T = Tuesday
  - W = Wednesday
  - R = Thursday
  - F = Friday
- On the myABAC log in page, you can also view the video tutorial of myABAC for additional explanation at a later date.