

Registration Instructions for ABAC Students

- Go the web address www.abac.edu
- Click on **Log In** the brown area on the left of the screen
- Click on **Banner** under **Student Links** on the left
- Click on **Enter Secure Area**
- Enter your ABAC ID # (begins with 918) in the **User ID** field
 - If you do not know your ABAC ID#, click on the red link **Look Up Your New ID Number**. Complete the fields as requested and click **Continue**. Write down your ID number and click **Exit** (in the top right corner) to return to the Banner Web log-in screen.
- Enter your PIN in the **PIN** field (Don't know your PIN? Follow info below, and then click **Login**)
 - For new students your PIN is your six-digit date of birth (formatted MMDDYY). On your first login to Banner Web, you will receive a message that your PIN has expired. Change your PIN as directed, using your MMDDYY as the old PIN and entering your new six-digit PIN choice in the next two fields.
 - For current students, your PIN will be the six-digit number you assigned upon your first login or when your PIN last expired. If you cannot remember your PIN, leave the PIN field blank and click the **Forgot PIN** button and follow the instructions.
- If this is your first entry into Banner Web, you will be prompted to enter a **Security Question** and **Answer**. This will aid you in the future if you should forget your PIN and need assistance to login. In the question field, enter a question which is 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). Click **Submit**.
- Click on **Student Academic Records & Financial Services**
- Click 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)
- Enter the desired search parameters, then click on **Class Search**.
 - 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 Center).
- Select the desired course 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).
 - **TIP:** As you add each class, make a note of the times and days it meets. This will help as you continue to search for classes to fit your schedule.
- The **Add/Drop** screen will reappear. View the Current Schedule section to ensure your class was successfully added. 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.
- 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. View and print the following two items:
 - **Student Schedule by Day & Time** – shows your schedule in time blocks for each day.
 - **Student Detail Schedule** – shows detailed information for your schedule that is helpful at the Bookstore when purchasing your books.
- Pay your fees online through **eStallion**, which allows you to pay with debit card, credit card or web check (ACH). You may easily access **eStallion** on the ABAC web page or while in Banner Web. To log-in to eStallion, use your ABAC 918# as your University ID, and use the same PIN you setup for Banner Web.
 - In Banner Web, access **eStallion** from the **Student Financial Services** menu.
 - From the ABAC web page, click on **Log In** the brown area on the left of the screen, then select **eStallion** under **Student Links** on the left.
- If you have been awarded Financial Aid and do not see it credited to your account, contact the Financial Aid Office at finaid@abac.edu for assistance.
- When you have completed your session in Banner Web, click **Exit** at the top right of the screen to close your Banner Web session. For added security after exiting Banner Web, always close your browser by clicking the red X at the top right of the screen.