Registration Instructions for ABAC Students

- Click on myABAC
- Click on Banner

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.
  - 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/academics/registrar under Registration Information.

- 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 three things:
  - 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 a debit card, credit card, or web check (ACH). You may easily access eStallion from myABAC.

- If you have been awarded Financial Aid and do not see it credited to your account, contact the Student Financial Services office at sfs@abac.edu

- When you have completed your session in Banner, click Exit at the top right of the screen to close your Banner Web session. For added security after exiting Banner, always close your browser by clicking the red X at the top right of the screen.