Registration Instructions for ABAC Students

- Go the web address [www.abac.edu](http://www.abac.edu)
- Click on myABAC at the very top
- Enter your Username, which is the first part of your ABAC email. (Use the Login Assistance if you do not know your username).
- Enter your Password
  - For new students your password 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. Do this and then click Continue to myABAC.
- Click on Banner under the Launchpad on the left hand side. 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.
  - 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).
- Class days are abbreviated as below:
  - M = Monday
  - T = Tuesday
  - W = Wednesday
  - R = Thursday
  - F = Friday

Revised March 5, 2013