

# LTC BannerWeb Registration Instructions

Name: \_\_\_\_\_ ID# \_\_\_\_\_

CRN	SUBJ	NUMBER	DAYS	TIME	CAMPUS	BUILDING	ROOM	CREDIT HOURS

## To register on a Desktop PC or Mac:

1. Go to [www.laniertech.edu](http://www.laniertech.edu)
2. Click [BannerWeb](#)
  - a. User Name (first part of your LTC email address)
  - b. Password (your 8-digit birthday MMDDYYYY)
3. Select Student Services & Financial Aid
4. Select Registration, then Add/Drop Classes
5. Select the term (Ex: Spring 2018) and click Submit
6. In the Add Classes Worksheet, enter ALL of the CRNs from the chart above

Problems logging in? Contact the [Student Help Desk](#) online at [www.laniertech.edu](http://www.laniertech.edu) at top left of page or by phone at 770.533.7048.

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Click Submit Changes
8. Did you receive registration errors? Here are some possible causes/solutions:
  - a. Pre-requisite/Test Score Error
    - i. A required course must be taken prior—see advisor.
    - ii. Co-requisite courses—BOTH CRNs must be entered in boxes before you click Submit Changes.  
Ex: BIOL 2113/L, MATH 0090B/Q, ENGL 0988B/1101B
  - b. Field of Study Restriction Error: Course is not required for your program. See advisor.
  - c. Closed Section Error: All seats are full. Choose another section.
9. Click the back arrow inside BannerWeb (not your browser's back arrow)
10. Select Student Detail Schedule and print a copy (ctrl+P)

**\*OR\* Register with the Lanier Tech Mobile App!** It's a free Download from Google Play Store or Apple App Store!

Video instructions at: <https://youtu.be/3SJoDdyGrco>



## Still have questions?

Qs about *what* to register for? Contact your advisor.

Qs about *how* to register? Email [registrar@laniertech.edu](mailto:registrar@laniertech.edu) from your LTC email account. Include your name and ID #.

Qs about *Blackboard*? Contact Angelia McQuade at [bb@laniertech.edu](mailto:bb@laniertech.edu) or 770.533.6925 or your Bb instructor.