

Faculty Instructions for Accessing Student Registration Keys

Beginning with the Spring 2011 Registration Cycle, students will be required to get a Registration Key from their Advisor. The Registration Key is term-specific and will change every semester. It must be used each time a student wishes to Add or Drop a class in the term for which it is specified.

Access to Registration Keys is restricted to a student's Advisor and can be retrieved via Banner Self-Service as follows:

Step 1: Log in to Banner Self-Service using your 900# and PIN

Please enter your **9 character User Identification Number** (i.e. your Spelman 900 number) or your **Alternate ID**, if one has been established for you, and your **6 digit Personal Identification Number** (i.e. PIN). When finished, select **Login**.

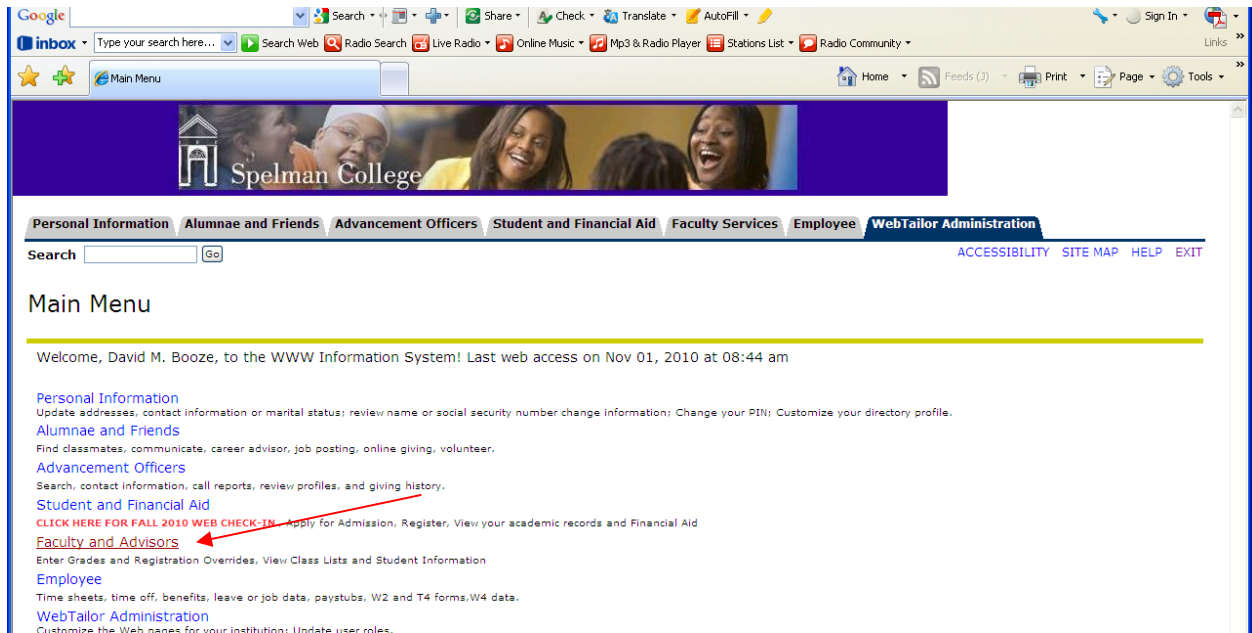
If after two attempts, your pin does not work, and you know your **9 character USER ID** or **ALTERNATE ID**, select the **"Forgot PIN?"** button to answer your security question and create a new pin.

To protect your privacy, **PLEASE EXIT** and close your browser when you are finished.

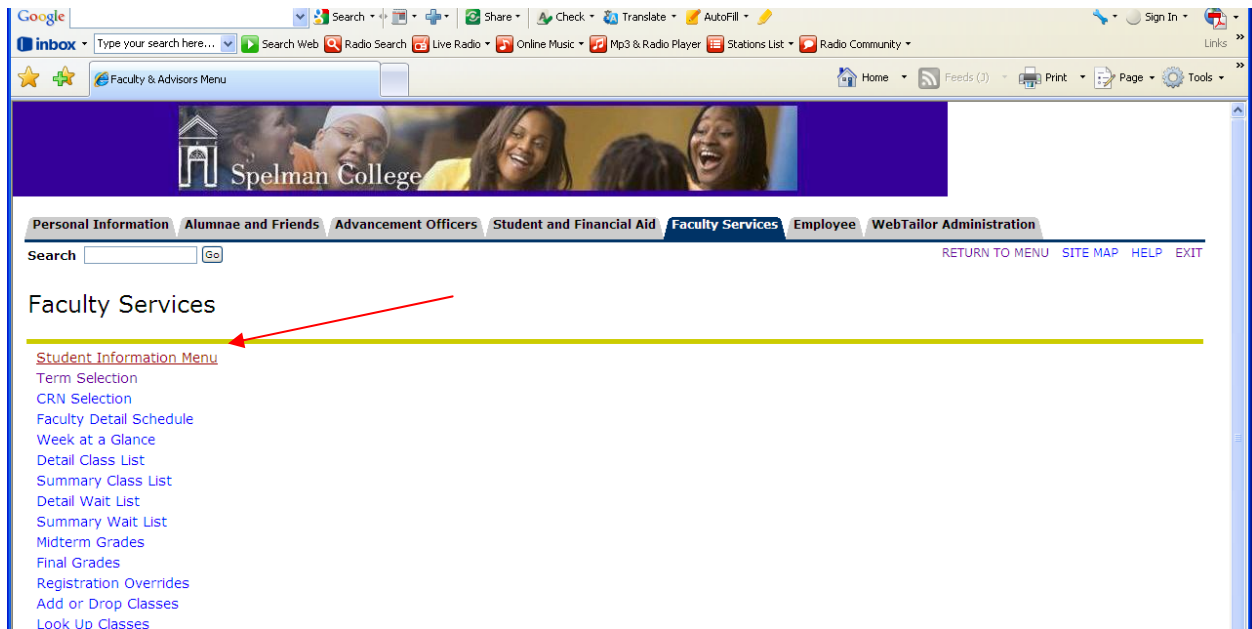
User ID: 900

PIN:

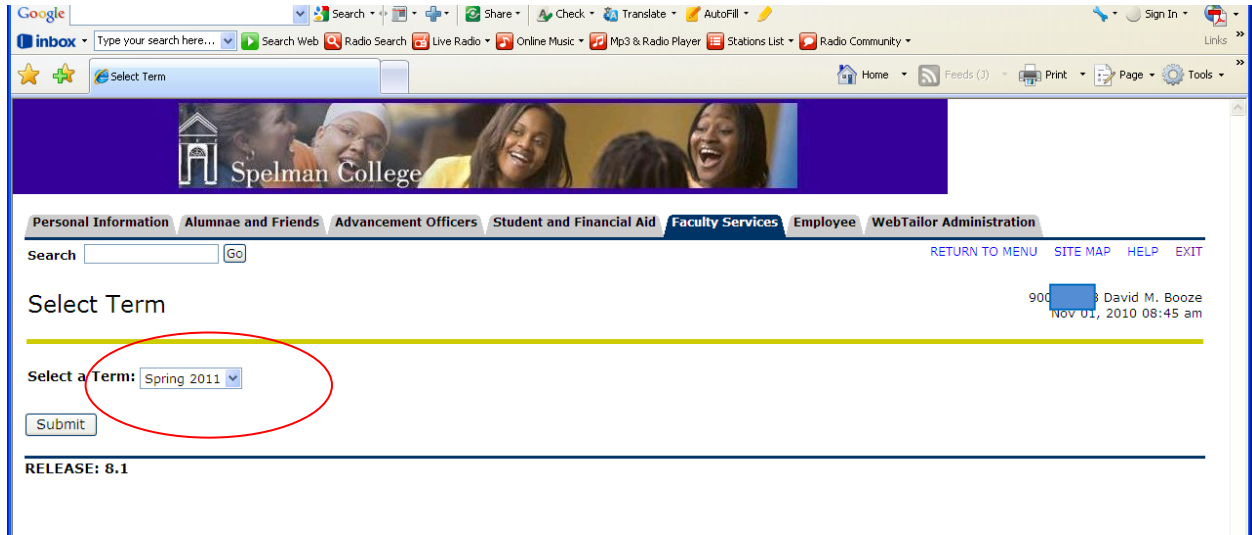
Step 2: Select the “Faculty and Advisors” option from the Main Menu



Step 3: Select the “Student Information Menu” option in Faculty Services



Step 4: Select the term for which a student's Registration Key is required from the drop down menu and click the "Submit" button



Step 5: From the "Student Information" list, select the "Advisee Listing" option

