

## **Banner Student Self-Service Using Alternate Pin Instructions:**

1. Using the VSU home page; select Trojan Link; select Banner; select Login to Self-Service for Students.
2. Login using your User ID and six-digit PIN (Personal Number).
3. From the Main Menu, select the **Student** tab.
4. From the **Student** tab, select the **Registration** menu.

**NOTE: If you already have your CRNs, follow steps 5-8 or if you need to search for a class follow steps 9-12.**

### **If you already have your CRNs:**

5. From the Registration menu, select the **Select Term** menu (Ex. Fall 2016), click Submit.
6. Select **Add or Drop Classes**.
7. Enter your **Alternate Pin (which must be obtained from your adviser)**.
8. Enter your CRNs and select **Submit Changes**.

### **If you need to search for a Class:**

9. Select **Look Up Classes**.
10. Select the **Select Term** menu, click Submit.
11. Upon selecting your desired course, Click **Register or Add to Worksheet**.
12. Enter your **Alternate Pin (which must be obtained from your adviser)**.

\*\*\*The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section. Adjust your schedule as necessary or consult with your adviser. \*\*\*