

Online Registration for Students

1. See your program advisor for advisement and an alternate PIN.
2. Go to the Heart of Georgia Tech website at www.heartofgatech.edu
3. Click on the 'Current Students' tab.
4. Click on 'BannerWeb' directly under the 'Current Students' tab.

5. Enter your User ID (SSN without dashes or student ID)
6. Enter your PIN. Click on **Login**.
(Your PIN is initially set to your date of birth, ex: January 5, 1980 = 010580).
7. Click on **Login**
If this is the first time you have logged in, you will be prompted to change your PIN.
 - Type your old PIN (date of birth), create a new PIN (six numbers), and then re-enter your new PIN. Click on **Login**
 - Type a security question and an answer. Click on **SUBMIT**
 - Read the Terms of Usage. Click on **CONTINUE** if you agree.

8. Click on **Student Services and Financial Aid**.

To authorize payment of the \$35 technology fee from HOPE, click ok when prompted.

After reading the authorization screen, you may select "Authorize Hope Grant" at the bottom of the screen to have the technology fee deducted from your Hope book award.

9. Click on **Registration**
10. Click on **Add/Drop Classes**
11. Select a term. Click on **Submit**.
12. Type in the alternate PIN provided by your advisor. Click on **Submit**.
13. Enter the CRN(s) (course reference number) provided by your advisor
OR, click Class Search.
14. When all courses have been selected, click **Submit Changes**.

*** To Print Your Schedule ***

15. Click on **Return to Menu** (top right of the screen)
16. Click on **Student Detail Schedule, select the term**
17. Click the printer icon at the top of the screen to print your schedule.

*** To print or view term fees***

18. Click on **Student Services and Financial Aid** (top of the screen).
19. Click on **Student Records**
20. Click on **Account Summary by Term** (to print, click the printer icon).

21. Click 'EXIT' at the top, right side of the screen to quit.
22. **Close Internet Explorer to prevent access to your information by another user.**