## WEB LOG-ON AND REGISTRATION INSTRUCTIONS

## TYPE YOUR INFORMATION CAREFULLY! READ ALL INSTRUCTION THOROUGHLY

- 1. Access on-line registration from the Registrar's

  Office web page at

  www.uiw.edu/registrar.

  Select the Bannerweb link.

  Select self-service 1 or 2.

  Select the secure area

  2. Enter your ID (or SSN or OIN) on the first line.
- Carefully, enter your <u>initial</u> PIN on the second line.

  If you enter your information wrong three times,
  your PIN will disable. You may be prompted to
  verify your entry. <u>If so, enter the initial PIN again</u>.
- 3. If you have forgotten your PIN, select the "forgot PIN" link.
- 4. If this is your first attempt to log-on, your PIN is your birthday. The birthday format is MMDDYY (example: April 23, 2002 is 042302). You will be prompted to reset your PIN. Select six numbers or letters that are unique to you and that you can remember. After you have entered your new PIN, and verified it a second time, select "login."
- 5. To register for classes:
  - select the student services link
  - select registration
  - select add/drop classes
  - select the term for which you are registering
  - read the cautionary statement
  - enter your alternate PIN
- 6. Enter the CRN for each. When you are finished, select "submit changes."
- 7. When you have completed your on-line activities, log-off by selecting "exit" from the menu bar.



Submit Changes

University of the Incarnate Word

Class Search