

## Banner Web Instructions

### Previous Students

1. Go to [www.oftc.edu](http://www.oftc.edu)
2. Click Quick Links or Admissions tab, then Records Request
3. Scroll down to Unofficial Transcripts
4. Click Banner Web
5. Click OFTC Banner Web Log In
6. Enter your User ID and PIN
7. Click Login

Your User ID is your social security number or student ID. Your PIN is your six digit birthday (MMDDYY). You may be asked to change your PIN when you enter Banner Web. Follow the directions on the screen.

### New or Current Students

1. Go to [www.oftc.edu](http://www.oftc.edu)
2. Click Banner Web
3. Enter your User Name and Password

You will use the first portion of your OFTC email address as your username. Your default password is your six digit birthday (MMDDYY), unless you changed it.

Example: [tsmith@student.oftc.edu](mailto:tsmith@student.oftc.edu)

*(tsmith is an example of the first portion of a student email account)*

If your account is disabled, please email the Registrar's Office at [registrar@oftc.edu](mailto:registrar@oftc.edu). For all other log in issues, please contact the IT Office at 478-274-7873 or [itshelp@oftc.edu](mailto:itshelp@oftc.edu).

### Registration:

1. Make an appointment to meet with your advisor and obtain your alternate PIN
2. Click Student Services and Financial Aid
3. Click Registration
4. Click Add/Drop Classes
5. Enter current term
6. Enter CRN's from your registration form you completed with your advisor
7. Click Submit changes
8. Return to Previous Menu
9. Click Schedule Detail Schedule to print schedule
10. Log out of Banner Web when completed.

### Add/Drop Classes:

1. Click Student Services and Financial Aid
2. Click Registration
3. Click Add/Drop Classes
4. Enter current term
5. **To add:** Enter CRN's for classes you wish to add  
**To drop:** select Drop-Banner Web on the drop down menu under Action.
6. Log out of Banner Web when completed

Banner Web will be open the first three days of the term for advisors and students to add/drop classes. After the third day of the semester, students should contact the instructor teaching the class to add/drop. Contact the Financial Aid office to see what affect adding or dropping a class may have on your financial aid.

### **View Grades, Transfer Credit and Unofficial Transcript:**

1. Click Student Services and Financial Aid
2. Click Student Records
3. Click Final Grades to view grades or
4. Click Academic Transcript to view transfer credit and unofficial transcript
5. Select appropriate term
6. Click Submit
7. Log out of Banner Web when completed

### **Enrollment Verification:**

1. Click Student Services and Financial Aid
2. Click Student Records
3. Click National Student Clearinghouse
4. Choose either Current Enrollment or All Enrollment
5. Print Enrollment Certificate
6. Log out of Banner Web when completed.

### **Check Your Student Account Balance:**

1. Go to the OFTC website ([www.oftc.edu](http://www.oftc.edu))
2. Click MYOFTC
3. Under the Registrar section, click Transcript Request
4. Click Banner Web
5. Click OFTC BannerWeb Login
6. Enter your Student ID or Social Security Number
7. Enter your PIN ( if you are a first time user your PIN will be your 6 digit date of birth)
8. Click Student and Financial Aid
9. Click Financial Aid
10. Click Award
11. Click Account Summary by Term
12. Click the current term (in blue under Account Balance)
13. Look at Charges, Payments and Balance
14. Scroll all the way to the bottom of the page. If you see a negative amount-that is the amount you have available in the Bookstore. If you see a positive amount- that is the amount you will need to pay BEFORE going to the Bookstore.

### **Check the Status of Your Financial Aid:**

1. Login to BannerWeb on the OFTC website ([www.oftc.edu](http://www.oftc.edu))
2. Click Student Services and Financial Aid
3. Click Financial Aid Status
4. Select appropriate aid year, then Submit
5. Select Student Requirements if applicable