

**Registration on Line (BANNER Student Information System) - SPSU**

- 1) Log Onto Web@ <http://www.spsu.edu/registration/>
- 2) USER LOGIN PAGE
  - **USER ID** = Student Number-Choose the "ID Lookup" to find your Student Number.
  - **PIN** = 6 Digit Birth Date-MMDDYY  
(You should change your PIN for security purposes).
- 3) Security Question and Answer -This will appear the first time you log onto the BANNER SIS and you must insert a question along with an answer for security purposes. Once this is completed, you are allowed into BANNER.
- 4) Select "Student Services and Financial Aid"
- 5) Select "Registration"
- 6) Select "Add/Drop Classes"
- 7) Select the "term" for which you are registering (it should default to the correct term).
- 8) To register for courses, enter your CRNs (Course Reference Numbers) in the boxes and then "submit changes" for registration.

The system will process and verify whether or not you are registered for the course(s). If you see **\*\*Web Registered\*\*** beside the course, you should be registered. If not, you will need to try again.

You can also drop a course by clicking on the drop down box and choosing "drop via web" then "submit changes".
- 9) When finished, select "exit" and close your browser.

## YOUR SPSU EMAIL ADDRESS AND USERNAME

Go to BANNER login page

Choose the "ID Lookup Form" box

Enter your social security number and birth date (MMDDYY)

The next screen will show your USER ID (student number), email address, and username (needed for email)

## TO CREATE YOUR SPSU PASSWORD FOR EMAIL

Go to BANNER login page

Click on the "ID Lookup Form" box and choose the "main menu" option

Select- "I am a student"

Select #2-"I would like to create a password for my new campus network account"

Click on the "accept terms" button

Enter your USER ID (student number), PIN and the password you wish to use and click the button to set up your password

## TO VIEW YOUR SPSU EMAIL ACCOUNT

**mail.spsu.edu**

Enter your username and password