New First-Year Banner Web Registration Guide

1) Log into BannerWeb at bannerweb.richmond.edu using your NetID and Password and then click on the “Student Services” tab (your menu may look different upon initial log in)

   Personal Information
   Update addresses, review or social security number change information. Change your PIN.

   Student Services
   Review status of application for admittance! Register for classes. Display your class schedule. View your holds.

   Employee
   Employee Dashboard: My Profile, My Team, Full Leave Balance Information, Pay Information, Earnings, Benefits

   OneCard Services Main Menu
   Check your Spidercard balance and other OneCard related functions.

   Online Check Request
   For reimbursement of an individual's University-related expenditures (not travel-related).
   Effective January 27, 2020, all reimbursement and refund requests must be processed through Chrome River.
   processed on this form.

   University New Vendor Request
   Request Accounts Payable creates a new vendor in Banner for future payments/reimbursements.

   Manage Direct Deposit and Personal Information
   Update Addresses, Phone Numbers and Direct Deposit Information

   Banner Communications Management
   Administrative users can create and manage communications across the institution.

2) Click on “Registration”

   Student Services & Financial Aid

   Admission
   Review the completeness of your undergraduate application.

   Registration
   Check your registration status. Add or drop classes. Display your class schedule.

   Student Records
   View your holds. Display your grades and transcripts. Review charges and payments. Apply to graduate.

   Student Profile
   View detailed student information,_bio, graduation, and advisor information. Primary and secondary curriculums, hours/credits, registered courses, etc.

   Financial Aid
   Review the status of your financial aid applications. Check status of document requirements. Review financial aid awards and loans.

   Pay Tuition and Fees
   View current/previous invoices, review account status and setup a payment plan.

   National Student Clearinghouse
   Get certificates of enrollment, view enrollment information, electronic notifications and deferments, and view lists of lenders and loan information.

   Consent/Release For Off-Campus Experiences

   Emergency Information Collection
   View or Update Emergency Contact Information.

   GradTracker Login
   View degree evaluations.

   Summer Experience Survey
   Summer Experience Survey

   ARMS Compliance System (For Student Athletes Only)
   Access to ARMS Compliance System. Allows student-athletes to complete required forms and review practice logs submitted by coaches. Please contact the Information for Academic Advisor Form

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3) Click on “Student Registration Menu” and then “Student Registration Self Service” to take you to Banner 9 registration.

Then...

Banner 9 Registration Menu

4) Click on “Plan Ahead” to start creating your two plans – One for FYS courses and one for other courses of interest.
5) Select the “Fall 2022” semester from the drop down menu for “Select a term…”

6) Click the “Create a New Plan” button to open up the plan creation tool
7) For the first plan, type either “FYS” or “First-Year Seminar” into the “Subject” box and click “Search”

8) Once the search for “FYS” executes, click the “View Sections” button to look at all FYS 100 courses being offered

9) Once you view sections, you can see all of the course options for the course that you have selected
10) If you click on the course title, a pop-up box will open to view additional information about the course, such as the “Course Description” or “Prerequisites” (Note: Prerequisites are courses that must be taken prior to being allowed to register for and take the course you are viewing – there are no prerequisites for any FYS 100 course).

11) When you have found a course that you are interested in, please click the “Add” button on the line associated with the course.
   a. As you add courses to your plan, they will populate in the lower right corner of your planning tool (you can select up to 20 courses to add to the plan).
12) To rank your course selections by first preference, second preference, and so on, click on the yellow “sticky note” icon with the plus sign in the “Note” column of your plan and add the appropriate number in the Note field as seen below (1 for first preference, 2 for second preference, etc.)

13) Once you have made all course selections and added a preference number note to the courses, click the “Save Plan” button in the bottom right corner of your screen.
14) Give your plan the appropriate name
   a. “FYS Plan” for your first plan with only FYS course selections

15) Click “Select A Plan” to take you back to the plan creation screen so you can create “Plan 2”

16) Once again, click on the “Create A Plan” button and add in different subject areas that you
    would be interested in taking courses within. You can do this individually by subject area, across
    multiple subject areas, or if you know of a specific course number, you can enter that
    information into the search function
17) After you have made all selections for course preferences, be sure to add any notes to rank your courses and then click on the “Save Plan” button and save this as “Plan 2”

18) Click on “Select A Plan again to take you back to the plan home screen to view both created plans
19) You have now created both plans, FYS and Plan 2.

**IMPORTANT NOTE:** Please click the “Make Preferred” link on your Plan 2.

Please Note: You can make edits to these plans until July 1 when they become locked by clicking on the “Edit” button next to each plan.

Additionally, after the Office of the Registrar does the initial registration for you, the plan feature will re-open in mid to late July for the creation of additional plans to be utilized for round two of registration.