

## INSTRUCTIONS FOR USING WGTC BANWEB STUDENT SELF-SERVICE

### **Logon Instructions**

To log into BanWeb please follow the instructions below:

1. Visit **<http://banweb.wiregrass.edu>** to enter login page.
2. Click on "Enter Secure Area"
3. Your Login is your Social Security Number or WGTC '900'#;
4. On first login, your PIN (Personal Identification Number) is your date of birth in numerical format MMDDYY. (Example: Aug 20th, 1976 is 082076)
5. If you forget your pin, or your account is disabled, you may contact [registrar@wiregrass.edu](mailto:registrar@wiregrass.edu) to reset your pin.
6. On first login, you will be asked to select a security question just in case you forget your pin. (Example: What is your mother's maiden name) Under Answer, place the answer to your security question. (Example: Johnson) You will be asked this question if you click on "Forgot PIN". You must enter your answer the same way you entered into BanWeb.
7. In order to proceed accept the Terms of Usage by clicking "Continue". You will be unable to login to BanWeb if you Click "Exit"

### **Check Application Status:**

1. From the Banweb homepage menu, choose Check Admission Status Online.
2. Login using your Social Security Number (no spaces or dashes) as the Login ID, or learn your WGTC ID number at [http://www.wiregrass.edu/QuarterSchedule/id\\_retrieval.asp](http://www.wiregrass.edu/QuarterSchedule/id_retrieval.asp).
3. Use your 6-digit date of birth for the PIN (ex. Jan 1, 1975 = 010175).
4. Choose Submitted Applications to view the status for a recently submitted application.
5. View the Requirements section to ensure that all outstanding requirements have been received by the WGTC Admissions Office.

### **View your Program/Advisor:**

1. After login, Choose Student Services and Financial Aid from the menu.
2. Select Student Records.
3. Select View Student Information.
4. Choose the current or upcoming term from the drop-down menu.
5. View your current program and program advisor.

### **Registration Instructions**

1. After login, Choose *Student Services and Financial Aid* from the menu.
2. Choose *Registration* and click 'Select' to choose **the current term**
3. Check your Registration Status to see that you are okay for Registration. Also check your program to ensure you are admitted to the correct program.
4. At the bottom of the page, click the "Continue to the Registration Menu" link (you may also view any holds by clicking the "View Holds" link.

5. Click on Add/Drop Classes. **If you are prompted for your alternate pin, you will need to see your advisor to open registration**
6. If you do not know the CRN of the class you wish to register for, you may click on "Class Search" to search for open sections.

Example: If you need to find ENG 1101.

- A. Click on class search.
- B. Find ENGLISH in the subject area and then key in the course number (1101).
- C. Click Class search

This will show all ENG 1101's that are being offered this quarter. Choose the day and time you need and click the box that appears at the beginning of the course you need.

(If you do not see a box or if you see the letter "C" this means that the course is already full)

#### **BE SURE TO CHOOSE THE CORRECT CAMPUS**

<b>1 = Valdosta Campus</b>	<b>CK = Cook WDC</b>	<b>E1 = Ben Hill/Irwin Campus</b>
<b>E2 = Coffee Campus</b>	<b>E3 = Wilcox Campus</b>	<b>AF = Moody Campus</b>
<b>9 = ONLINE</b>		

7. Click 'Add to Worksheet' at the bottom of the page.
8. If you have other courses to search for, repeat starting with steps 6-7 each time you need to find another course.
9. When you have chosen all the courses you need click **Submit Changes**. You are now registered if you did not get any error messages. If you received an error message please email [registration@wiregrass.edu](mailto:registration@wiregrass.edu) or see your advisor.
10. **PRINT SCHEDULE:** You can go to the top of the page and click on Return to Menu, and then click Student Detail Schedule and print.

#### **Request an Official Transcript**

1. After login, Choose *Student Services and Financial Aid*, then select *Student Records*.
2. Select *Request Printed/Official Transcript* and follow the on-screen instructions.
3. The first transcript is free; additional copies are \$5.00 each.

#### **Check Grades**

1. After login, Choose *Student Services and Financial Aid*, then select *Student Records*.
2. Select *Final Grades* to view grades from the previous term.

### **Check Financial Aid Status**

1. After login, Choose *Student Services and Financial Aid*, then select *Financial Aid*.
2. Choose *My Overall Status of Financial Aid*.
3. Select the current aid year
4. Follow the on-screen instructions to determine authorized aid (amount of aid ready to spend in the WGTC bookstore or be disbursed to the student), and view any outstanding requirements or your financial aid award. IF ANY DOCUMENTS ARE OUTSTANDING, YOU CANNOT USE FINANCIAL AID AWARD UNTIL RECEIVED IN FINANCIAL AID AND PROCESSED.
5. Choose *My Eligibility* to view holds, Financial Aid Progress (IF YOU ARE ON SUSPENSION, THEN YOU NEED TO SEE FINANCIAL AID TO REQUEST A WAIVER), and Document Requirements (IF ANY DOCUMENTS ARE OUTSTANDING, YOU CANNOT USE YOUR FINANCIAL AID AWARD UNTIL RECEIVED IN FINANCIAL AID AND PROCESSED.)
6. If you have any problems or questions, you may email [financialaid@wiregrass.edu](mailto:financialaid@wiregrass.edu).