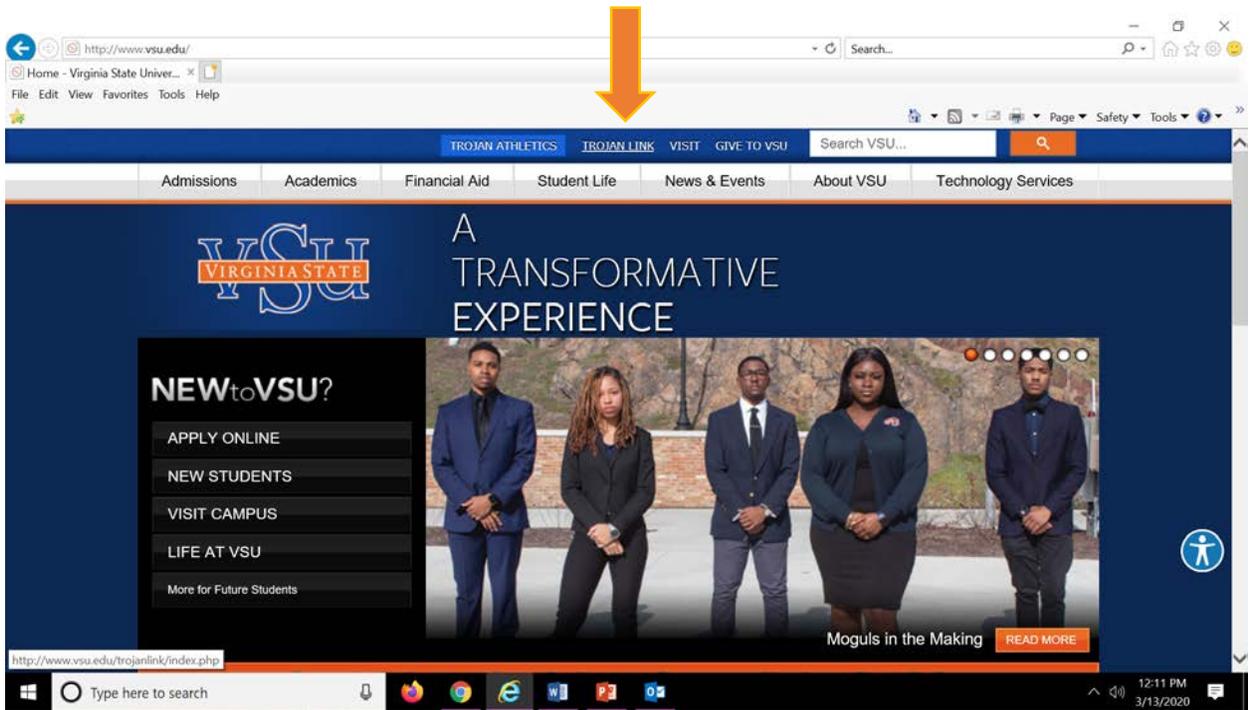
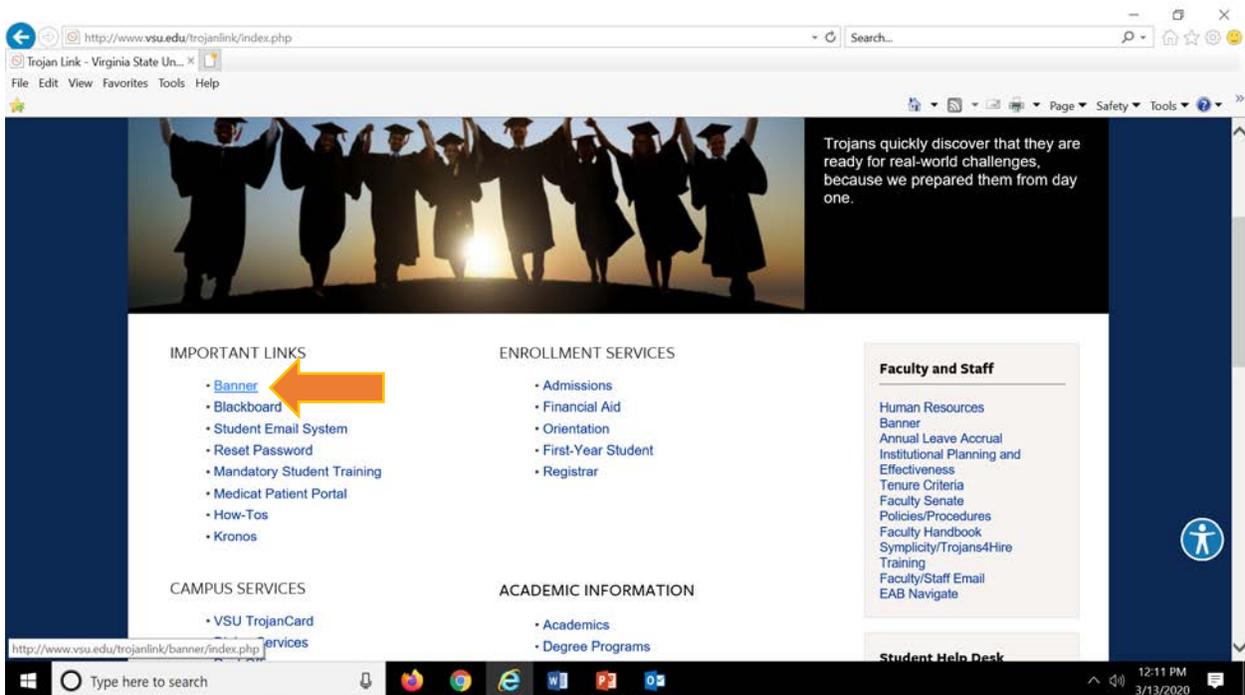


STEP 1 – Go to the VSU website ([www.vsu.edu](http://www.vsu.edu))

STEP 2 – Click “Trojan Link”



STEP 3 – Click “Banner”



## STEP 4 – Click “Self Service for Students”

BANNER APPLICATION	LINK
<i>Residence Life &amp; Housing</i> 1. Select your appropriate classification at right 2. Login with your V# and pin 3. Click Student, Housing & Financial Aid 4. Go to My Housing Online 5. Click Login on Apply Online and complete application	<a href="#">Current Students</a>
Banner Faculty Self-service	<a href="#">Self Service for Faculty/Staff</a>
Banner Student Self-service	<a href="#">Self Service for Students</a>
Banner 9 Admin Pages – Administrative Users (Recommended browsers - Chrome and FireFox)	<a href="#">Banner</a>
Ask questions and get answers	<a href="#">FAQs</a>
Banner 9 Admin Pages Training	<a href="#">Register for Class (login using Active Directory credentials)</a>

## STEP 5 – Log into Banner with your “V Number” (V00??????) and your pin number

Post Attendee - Zoom x User Login x +

ssb-dev.ec.vsu.edu:9002/BNPPRD/twbkwbis.P\_GenMenu?name=bmenu.P\_MainMnu&msg=WELCOME+Welcome,+Anwar+Collins,+to+the+WWW+Information+Sy...

**VSU**  
VIRGINIA STATE

[HELP | EXIT](#)

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

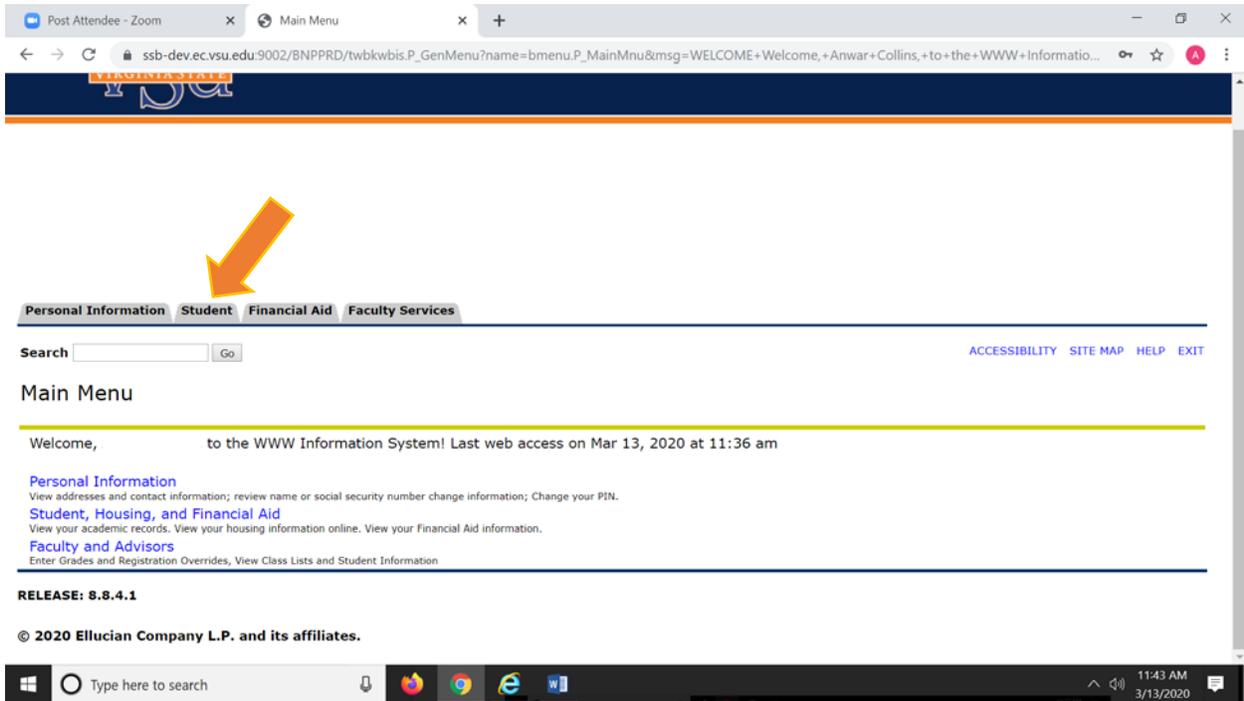
User ID:

PIN:

RELEASE: 8.8.4.1

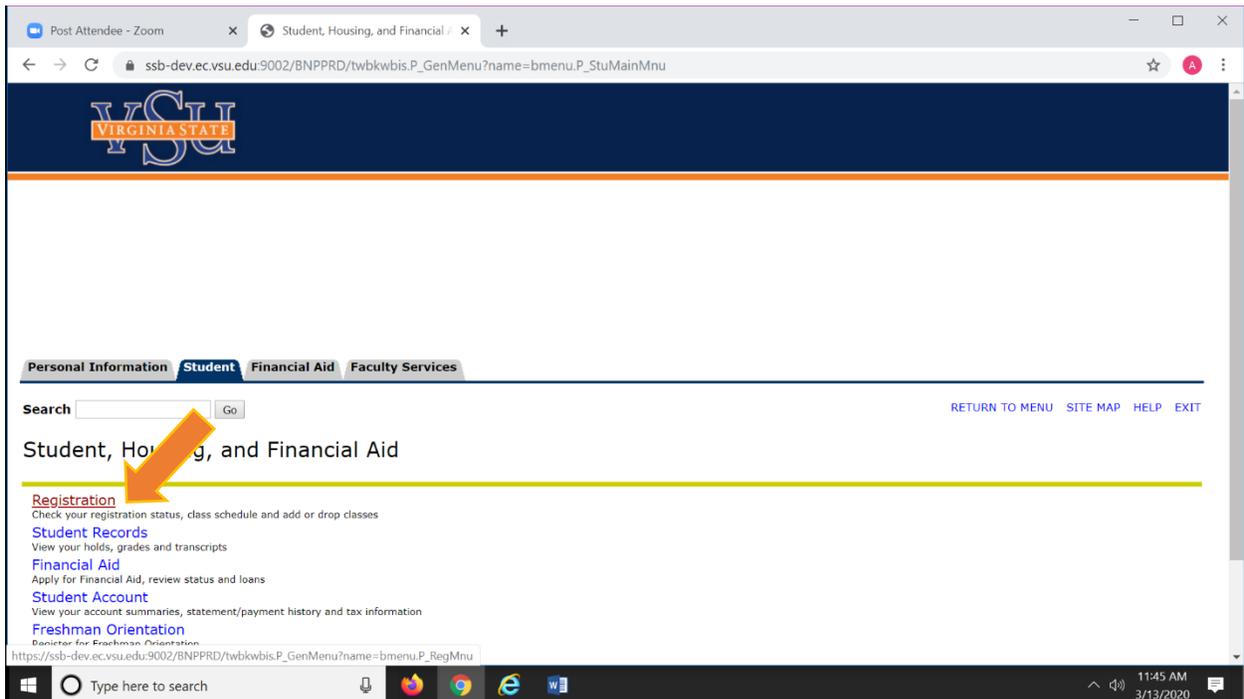
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## STEP 6 – Select “Student”



The screenshot shows a web browser window with the URL `ssb-dev.ec.vsu.edu:9002/BNPPRD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Anwar+Collins,+to+the+WWW+Informatio...`. The page features a navigation bar with tabs for **Personal Information**, **Student**, **Financial Aid**, and **Faculty Services**. An orange arrow points to the **Student** tab. Below the navigation bar is a search field and a "Go" button. The main content area is titled "Main Menu" and includes a welcome message: "Welcome, [Name] to the WWW Information System! Last web access on Mar 13, 2020 at 11:36 am". It lists several menu items: [Personal Information](#) (View addresses and contact information; review name or social security number change information; Change your PIN.), [Student, Housing, and Financial Aid](#) (View your academic records. View your housing information online. View your Financial Aid information.), and [Faculty and Advisors](#) (Enter Grades and Registration Overrides, View Class Lists and Student Information). The page also includes a release version "RELEASE: 8.8.4.1" and a copyright notice "© 2020 Ellucian Company L.P. and its affiliates." The Windows taskbar at the bottom shows the search bar and system tray with the time 11:43 AM on 3/13/2020.

## STEP 7 - Select “Registration”



The screenshot shows the same web browser window, but the URL is `ssb-dev.ec.vsu.edu:9002/BNPPRD/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu`. The navigation bar is the same, but the **Student** tab is now active. The main content area is titled "Student, Housing, and Financial Aid" and lists several links: [Registration](#) (Check your registration status, class schedule and add or drop classes), [Student Records](#) (View your holds, grades and transcripts), [Financial Aid](#) (Apply for Financial Aid, review status and loans), [Student Account](#) (View your account summaries, statement/payment history and tax information), and [Freshman Orientation](#) (Banner for Freshman Orientation). An orange arrow points to the [Registration](#) link. The Windows taskbar at the bottom shows the search bar and system tray with the time 11:45 AM on 3/13/2020.

## STEP 8 - Select "Add or Drop Classes"

Post Attendee - Zoom x Registration x +

ssb-dev.ec.vsu.edu:9002/BNPPRD/bwckliibs.P\_StoreTerm

Personal Information Student Financial Aid Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Registration

- Select Term
- Registration Status
- Add or Drop Classes
- Look Up Classes
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information for Financial Aid Recipients
- Active Registration
- Registration History

RELEASE: 8.8.4.1

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Type here to search 12:02 PM 3/13/2020

## STEP 9 – Select the Appropriate Term (Ex. Fall 2020)

Post Attendee - Zoom x Registration Term x +

ssb-dev.ec.vsu.edu:9002/BNPPRD/bwskflib.P\_SelDefTerm

VSU VIRGINIA STATE

Personal Information Student Financial Aid Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Registration Term

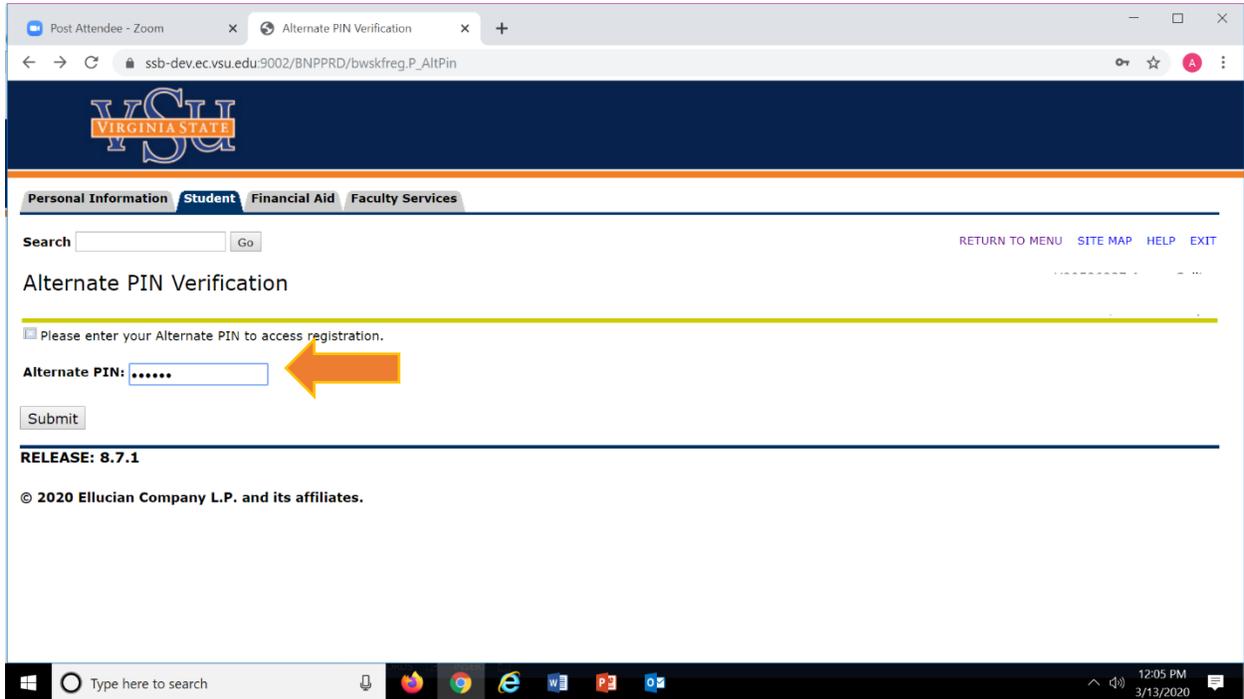
Select a Term:  Submit

RELEASE: 8.7.1

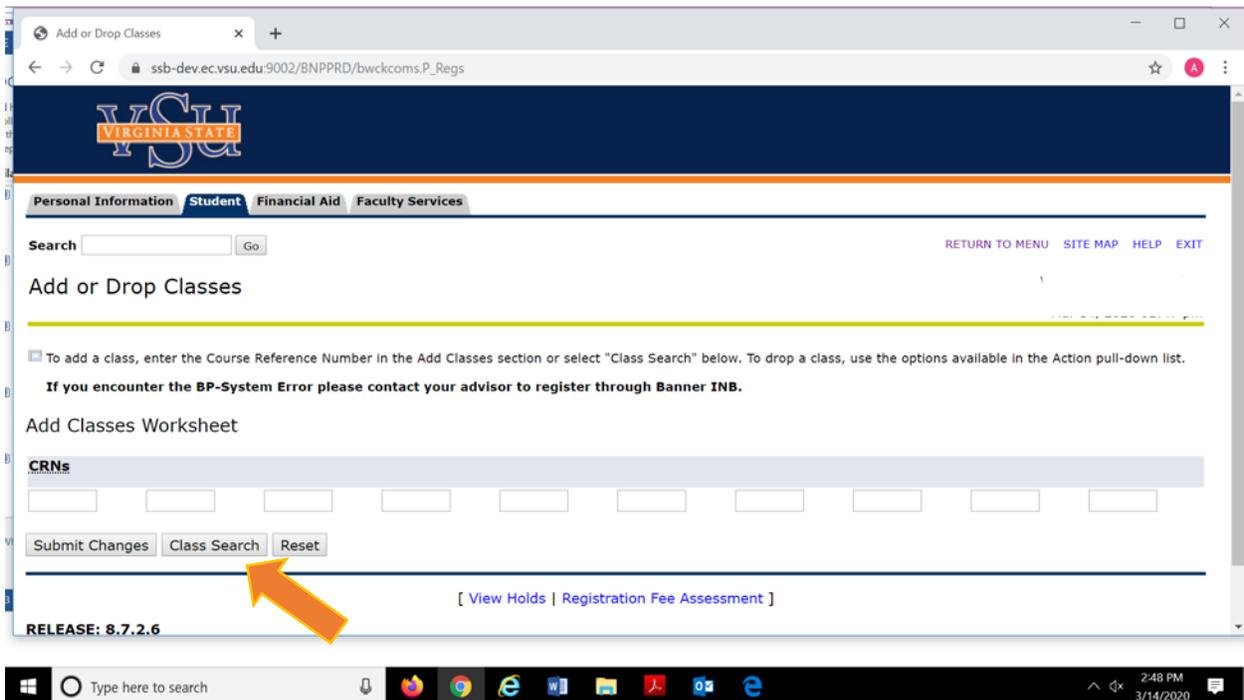
© 2020 Ellucian Company L.P. and its affiliates.

Type here to search 11:59 AM 3/13/2020

STEP 10 – Enter your “Alternate pin”. THIS NUMBER IS RECEIVED FROM YOUR ADVISOR.



STEP 11 – Select “Class Search”



STEP 12 – Select the subject area of the class you want, and then enter “Course Search”.

Post Attendee - Zoom    Look Up Classes

ssb-dev.ec.vsu.edu:9002/BNPPRD/bwckcoms.P\_Regs

Personal Information   **Student**   Financial Aid   Faculty Services

Search  Go    RETURN TO MENU   SITE MAP   HELP   EXIT

### Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. To select more than one subject at a time, hold the "Ctrl" key. Select Class Search when your selection is complete.

**Subject:** ARTS: Arts  
BIOL: Biology  
CBED: Community Based Ed  
CHEM: Chemistry  
CISY: Computer Information Sys  
CJUS: Criminal Justice  
CNED: Continuing Education  
COBU: Core Business  
COMM: Undergraduate Comm  
COUN: Counselor Education

Course Search   Advanced Search

[ Week at a Glance | Student Detail Schedule | View Holds ]

RELEASE: 8.7.20

ITEMS: 12,219   UNREAD: 470

Type here to search    12:06 PM 3/13/2020

STEP 13 – Click “View Sections”

Look Up Classes

ssb-dev.ec.vsu.edu:9002/BNPPRD/bwckgens.P\_RegsGetCrse

Mar 14, 2020 02:51 pm

Spring 2020

**CJUS: Criminal Justice**

116	Intro To Criminal Justice	View Sections
210	Intro Stats Criminal Justice	View Sections
212	American Law Enforcement	View Sections
217	Juvenile Justice	View Sections
250	Court System And Practices	View Sections
255	Introduction to Corrections	View Sections
317	Research Meths Crim Justic	View Sections
339	Black Women & Resistance CJUS	View Sections

ITEMS: 182   REMINDERS: 2    ALL FOLDERS ARE UP TO DATE.   CONNECTED TO: MICROSOFT EXCHANGE    2:52 PM 3/14/2020

Type here to search

STEP 14 – Select the section of the class you want and click the small square. “C” indicates the class is closed and not available. Click “Register”.

Look Up Classes

**Sections Found**  
**CJUS: Criminal Justice**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
C	13437	CJUS	212	01	M	3.000	Department of Sociology & Criminal Justice American Law Enforcement	T	06:00 pm-08:50 pm	45	47	-2	Kenneth Audley Miller (P)	01/13-05/06	JBB LRM	
<input type="checkbox"/>	16675	CJUS	212	65	M	3.000	American Law Enforcement		TBA	60	56	4	Makeda Carr (P)	01/13-05/06	TBA	Local Open Online Courses

Register Add to WorkSheet New Search

[ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

RELEASE: 8.1.17

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Please notice “Attribute” will provide you with the instructional method of the course

STEP 15 – Confirm that you have added the class. If you have made a mistake, the class can be dropped by selecting the “Action”. Additional classes may be added from this screen (See Step 11).

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section or select "Class Search" below. To drop a class, use the options available in the Action pull-down list.  
 If you encounter the BP-System Error please contact your advisor to register through Banner INB.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered Web on Mar 14, 2020	None	16675	CJUS	212	65	Undergraduate	3.000	Standard		American Law Enforcement

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Mar 14, 2020 02:53 pm

Add Classes Worksheet

CRNs

### Definitions of the Instructional Methods:

- **Face to Face** – These courses will meet in-person at the established time and location on campus.
- **Online-Asynchronous** – These course involve coursework that is delivered via web, email and message boards, or online forums. Students complete the work at their own pace adhering to established due dates/deadlines set by the instructor. Students in these course are **not** required to be on campus.
- **Online-Synchronous** – These courses involve online studies through chat and videoconferencing in real-time. Student participation is expected during **scheduled** class times. In the virtual classroom students may ask, and teachers answer questions instantly. Students in these course are **not** required to be on campus.
- **Hybrid** - These courses may have scheduled in-person sessions and remote components. Students must be available to attend in-person sessions on campus.
- **HyFlex** - These courses are delivered in-person and online at the same time by the same faculty member. Most students will attend the class in-person. A limited number of students will be allowed to attend virtually. All student participation is expected during scheduled class times.
- **Flex** – This mode of delivery may consist on any of the teaching scenarios, including in-person, asynchronous and synchronous classroom experiences. Students must be available to attend on-campus sessions.