STEP-BY-STEP REGISTRATION
START AT **BANNER.USU.EDU** TO START YOUR REGISTRATION.

Click on USU ACCESS to get to the login screen on the right.
IF THIS IS YOUR FIRST LOGIN EVER, YOUR PASSWORD IS SET TO MM/DD/YY.

If you have any problems, please click the link below the login box, “Forgot your password?”
After logging in with your a Number and Password, click on the Student Tab as shown in the Screen on the Left. Then, click on the “Student” link to get to the Screen on the Right.

To register, click on Registration as shown in the screen on the right.
IN THE “STUDENT” SCREEN ON THE LEFT, CLICK ON “REGISTRATION XE.”

Then, as shown in the screen on the right, use the drop down box to select the semester for which you would like to register.
In the “Registration” screen, click “Register for Classes.”

You will need to verify the semester as in the screen on the right.
SEARCHING FOR COURSES

Searching by location
WHEN YOU PICK A TERM THAT IS OPEN FOR REGISTRATION, CLICK ON “CONTINUE” TO GET TO THE SCREEN ON THE RIGHT.

You can use this screen to search for classes by campus. You would not need a CRN to search if you know your location. You should also add in the subject and course number (ACCT 6350 for example).
IN THE BELOW EXAMPLE, OUR STUDENT IS LOOKING FOR FRENCH 1010. WHEN YOU HAVE INPUT THE CLASS YOU’RE LOOKING FOR, CLICK ON “SEARCH.”

It will bring up all sections available at your location. Do not be surprised if there is only one. There is a circle around the section that our example would like to choose.
If you click on the name of the course, it will bring up the course information. To actually register for the course, click “ADD” on the right hand side of the left screen.

If you registered for a course but no longer want it, you can change your options in the drop down box on the right hand screen. However, if everything is how you’d like it, click “Submit” in the bottom right hand corner.
SEARCHING FOR COURSES

Searching by CRN
IF YOU WOULD PREFER TO REGISTER USING COURSE REGISTRATION NUMBERS (CRNS), YOU CAN CLICK THE “ENTER CRNS” BUTTON IN THE SCREEN ON THE LEFT.

Then, you can type in one CRN at a time into the provided box. If you’d like to add another course, click on “Add Another CRN” below the box.
If the CRN was incorrect and you would like to drop the course for which you registered, you are welcome to use the drop down box in the right hand screen to drop the course.

Please note, once you are registered for a class, the system will not allow you to drop all classes and be at 0 credits. Please call our office for assistance.
TO GET BACK TO THE MAIN MENU, CLICK ON PICTURE OF THE HOUSE IN THE UPPER RIGHT HAND CORNER OF THE SCREEN.

You can click on “View Registration Information for a full picture of what you have registered for. See example in the screen on the right.
ACTIVE REGISTRATIONS

The Active Registrations screen will show you your current classes and the upcoming classes. You can see that our example student has successfully registered for French 1010.
PAY YOUR TUITION
TO PAY YOUR TUITION, YOU WILL NEED TO CLICK ON THE SMALL DROP DOWN BOX NEXT TO THE PICTURE OF THE HOUSE (CIRCLED ABOVE).

Then, click “Banner,” “Student,” “Registration,” and finally, “Pay Your Account.” This will take you to the TouchNet system.
If you’d like to pay your tuition, click on “Make a Payment.” You can also set up a payment plan in the top menu bar under “Payment Plans.” Our example student already has a $0 balance.
Updating personal information
AFTER LOGGING IN WITH YOUR A NUMBER AND PASSWORD, CLICK ON THE STUDENT TAB AS SHOWN IN THE SCREEN ON THE LEFT. THEN, CLICK ON THE “STUDENT” LINK TO GET TO THE SCREEN ON THE RIGHT.
If you need to update any personal information in Banner such as email, address, phone number, you would do it by clicking on the “Student” tab, then the “Personal Information” link as shown in the screen on the left. Please note that if you update this information in Banner, it does not update your profile in the MAE Department. Please contact us with any changes.

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