

Student Web Registration Quick Guide

- 1. Obtain your PIN.**
 - All PINs were emailed to currently enrolled students. Check your EGC email account. If you did not receive your PIN, or if you have lost it please contact the Registrar's Office. Remember, PINs are case-sensitive and must be entered exactly as listed in your email.
- 2. Go to a PC with an internet connection.**
 - You can access Banner Web from the Student Lab next to the Library.
 - You can go to the Registrar's Office to practice.
 - You can access Banner Web from home if you have a PC connected and an internet connection.
- 3. Open a browser and go to the URL: <http://www.ega.edu>**
 - Microsoft Internet Explorer works best



- 4. Click the Banner Web Icon:**
 - You can also get to Banner Web from the Student Information Menu or the Registrar's Office Website
- 5. Click Enter Secure Area.**
- 6. Enter Login and PIN, then click the LOGIN button.**
- 7. If this is your first time logging in you will have to enter a security question. Enter a question, the answer, and then click Submit.**
 - Enter something you can remember the response to. This will enable you to gain access to Banner Web in case you forget your PIN.
 - Example: Question: What is my dog's name? Answer: Mutt
 - You cannot continue until you have submitted a security question and answer.
- 8. If this is your first time logging in you will also have to agree to the Terms Of Usage. Click Continue**
 - You cannot move forward until you have agreed.
- 9. Click Student Services & Financial Aid.**
- 10. Click Registration.**
- 11. Click Select Term.**
 - Select the Term you are registering for. If you are registering for multiple terms (ie Summer and Fall) you can only work in one term at a time. After finishing with one term go back to this link and select the other term.
- 12. Click Add/Drop Classes.**
 - If you have holds or if you don't have at least 15 GPA hours you will receive an error message. You must go to your advisor or the registrar's office to register

13. Enter the courses you wish to register for by entering the CRN in the provided fields.

- You can click the Class Search Button to search for courses you wish to add.
- You can also drop courses by selecting Drop via Web in the Action box for the course you wish to remove. You cannot remove your last course or drop all of your courses, this is considered Withdrawing. You must go to the registrar's office to Withdraw.

14. Check for Registration Errors.

- Courses which have registration errors will not be added to your schedule.

15. When finished adding/removing courses, return to the registration menu for other options.

- Change Course Option for course you wish to signify it to be use to satisfy a CPC deficiency.
- Print your schedule.
- Check on fees.

Please contact the registrar's office (478) 289-2014 or computer services (478) 289-2092 if you have any problems.