

WEB REGISTRATION INSTRUCTIONS FOR SPRING 2009 ADVISING DAY
CONFIDENTIAL INFORMATION

Advisor:

Student Name:

Student ID:

Initial PIN:

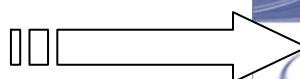
Alternate PIN:

Refer to the registration time schedule printed in the schedule of classes. If you have technical problems gaining access to the server, contact the UIW Help-Desk at 210-829-2721. Problems with individual screens should be directed to the Registrar's Office at 210-829-6006. **READ INSTRUCTIONS THOROUGHLY.**

Enter your ID and PIN information carefully. Your PIN will disable after THREE incorrect attempts.

1. Access on-line registration from the Registrar's Office web page at www.uiw.edu/registrar.

- Select the Bannerweb link.
- Select self-service 1 or 2.
- Select the secure area



2. Enter your ID (above) on the first line. Carefully, enter your **initial** PIN (above) on the second line. **If you enter your information wrong three times, your PIN will disable.** You may be prompted to verify your entry. If so, enter the initial PIN again.

User ID: Enter your ID here
PIN: Enter your Initial PIN here

- a. If you forgot your PIN, select the "forgot PIN" link.
- b. If this is your first log-on attempt, your PIN is your birthday in the MMDDYY format (example: April 23, 2002 is 042302). You must then reset your PIN using six numbers or letters that are unique to you and that you can remember. After you enter your new PIN and verified it a second time, select "login."

Your PIN has expired. Please change it now.

Re-enter Old PIN:
New PIN:
Re-enter new PIN:

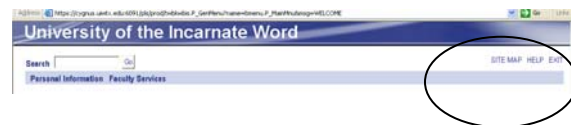
3. Register for classes:

- select the student services link
- select registration
- select add/drop classes
- select the term for which you are registering
- read the cautionary statement
- enter your **alternate** PIN (above)
- enter the CRN for each course
- when you are finished, select "submit changes"
- verify your schedule through one of the online schedule links

Alternate PIN:

CRNs

4. When you have completed your on-line activities, log-off by selecting "exit" from the menu bar.



If you do not attend the classes for which you register, it is your responsibility to drop your classes or withdraw. You are responsible for your charges and grades whether you attend class or not.