Online Registration of Classes

1. Go to http://www.albanytech.edu

2. Select “Students”

3. Select “Access Bannerweb”

4. Select “Enter Secure Area”

5. **User ID:** enter your (student SSN# or student ID#) with no space or dash.

6. **Enter PIN:** this will be your birth date (MMDDYY) (sample 010264 for January 2, 1964) with no space or dash.

7. Select “Student Services & Financial Aid”.

8. Select “Registration”

9. Select “Term” and “Submit”.

10. Select “Add/Drop classes”. Enter your alternate pin and “Submit”. You see your program advisor to obtain you alternate pin.

If you know the CRN’s of the classes you would like to take you can type them in the boxes at the bottom on the screen and “submit changes” and you will see the next page.

If you do not know the CRN’s or you would like to see the available classes, select “Class Search”. You must select a Subject as minimum search. You can refine the search further by selecting other options. Then use “class search” option at the bottom of the page.

You may check the box next to the class you are interested in taking, the “register” or “add” to worksheet”. You can do other class searches until you selected all of the classes for the term. “C” at the beginning of the list denotes closed class. You will get an error message if you attempt to register for classes without meeting the pre-requisite or outside you field of major.

Once you have completed your registration got to the Student Detail to confirm your complete list of classes.

If you have any questions, please contact the Registrar’s Office at (229)430-3509, (229) 430-1894, (229)430-3503.