

Student Records

Viewing Final Grades, Academic Transcript, etc.

Bannerweb Log-In Instructions:

1. Go to www.albanytech.edu
2. Select ATC Single Sign On > You will be taken to the Single SignOn (OKTA) page>
 - *User Name: Beginning par of your Student Email (First Initial of First Name, Last Name, Last four of Student ID Number)*
 - *Password is Date of Birth - MMDDYYYYY format (Be sure to use ALL numbers in your birth year)*
3. Select the Bannerweb Icon
4. Click on Student Services & Financial Aid
5. Click on Student Records
6. Click on...

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| <p><u>Student Information</u></p> <p>To View your Registration information and Program of Study Information</p> | <p><u>View Student Holds</u></p> <p>Click to view if you have any holds on your student account.</p> | <p><u>Final Grades</u></p> <p>To View your final Grades from the last semester.</p> |
| <p><u>Academic Transcript</u></p> <ul style="list-style-type: none"> • To View all transfer credits awarded. • View your ATC academic history • View your GPA • View number of credit hours | <p><u>View Status of Transcript Request</u></p> <p>To View any transcripts processed/ordered by you. *Please note* -Any request after June 2017 – follow-up with Parchment at 1-847-716-3005.</p> | <p><u>Account Detail for Term</u></p> <p>To Pay for Classes Online:</p> <ul style="list-style-type: none"> • At the bottom of the page, click on <u>“Pay Online”</u>. • Click on the dropdown menu to find the semester to pay. • Click on “Select Term” |
| <p><u>Account Summary by Term</u></p> <p>To View your account summary for each term of your attendance.</p> | <p><u>Account Summary</u></p> <p>To View your overall account summary.</p> | <p><u>Tax Notification:</u></p> <p>To View and print 1098-T Tax Forms.</p> |
| <p><u>National Student Clearinghouse Self-Service</u></p> <p>To View your enrollment verifications. (Current or All)</p> | <p><u>Order Official Transcript</u></p> <p>To Order your Official Albany Technical College Transcript via Parchment. Cost is \$7.50 per transcript.</p> | <p><u>Registrar’s Office</u></p> <p>You may send an email to Registrar@albanytech.edu for more information. Or Call 229-430-3510.</p> |