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I. Overview
This user guide is designed for USEK students to help them become comfortable with Banner Self Service. This manual focuses on On-line registration, Add/Drop courses, View Student detailed schedule, and other processes through Banner.

II. Access Banner Self-Service

II.1 Access via Internet
1. Type ‘www.usek.edu.lb’ as URL
2. Select ‘BANNER’

II.2 Access via Intranet (MyUsek)
1. Type ‘myusek’ as URL
2. Select Banner Self-service
III. Login to Banner Self-Service

Step 1: Click on ‘Enter Secure Area’

Step 2: Type your Student Banner ID and your PIN (6 characters)

Step 3: Click ‘Login’ button

In case you do not have your PIN:

Step 1: Select the link “Send my PIN to my USEK email”
First Time Login / Expired PIN:

Login Verification Change PIN

Step 1: Enter your given PIN
Step 2-3: Insert your new PIN twice (to be memorized)
Step 4: Click ‘Login’ button

Login Verification Security Question and Answer

Step 5-6: Enter your secret question & answer
Step 7: Press on ‘Submit’
In case you forgot your PIN:

Step 1: Enter your Banner ID
Step 2: Click ‘Forgot PIN?’

Security Answer

User ID: 24016059
Question: Pet’s name?
Answer: 

Step 3: Type the Answer of your Secret Question
Step 4: Press on ‘Submit Answer’

Step 5-6: Enter a new PIN (to be memorized)
Step 7: Click ‘Reset PIN’
IV. Registration Prior Actions

Step 1: Banner Student Self Service
   Main Menu appears.
   Choose ‘Registration’

Step 2: Select ‘Registration Status’

Step 3: Choose the term
   ‘Automne 2010-2011’,

Step 4: Click ‘Submit’

Registration

Select Term
Select the term that you want to register for.

Registration Status
Check your academic and registration status (holds, academic standing...).

Add or Drop Classes
Register (Add/Drop) for your classes in order to build your schedule.

Week at a Glance
View your weekly class schedule by day and time.

Student Detail Schedule
View your class schedule in more details.

Registration Fee Assessment
View your account summary.

Active Registration
View your currently registered classes and grades.

Registration History
View your completed classes.

Main Menu

Welcome, Samar S. Mekanna, to the WWW Information System!
Last web access on Jan 21, 2010 at 05:03 pm

Personal Information
Update addresses, contact information, marital status or name; Change your PIN;
Customize your directory profile.

Student and Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid.

Registration
Check your registration status, class schedule and add or drop classes.

Registration Term

Select a Term: Autumn 2010 - 2011
Submit
V. Registration Methods

Step 0: Select ‘Add or Drop Classes’

Method 1- Enter CRN to Register

Step 1: Insert the CRN number

Step 2: Click on ‘Submit Changes’

Your Added Classes will appear in the same page
Method 2- Search for Classes and Register

Step 1: Click on ‘Class Search’

Step 2: Use the selection options to search the class schedule and click on ‘Class Search’

Step 3: Select the class you desire to register for

Step 4: Press on ‘Register ‘or ‘Add to Worksheet’
In both methods,

✓ Your Added Classes with their details will appear in the page ‘Add or Drop Classes’
✓ Every time you add/drop a class, your total Credit, Billing and Maximum Hours will be displayed

Add or Drop Classes

To add a class, do one of the following:

- If you know the Course Reference Number (CRN), enter it in the "Add Classes Worksheet" section then click the "Submit Changes" button.
- If you don’t know the CRN, click the "Class Search" button to search for the required class.

To drop a class, use the options available in the Action pull-down list.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Crd</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong></td>
<td></td>
<td>52041</td>
<td>ENG 120</td>
<td>3.00</td>
<td></td>
<td>3.00 Réussir/Echouer Anglais III</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.00
Billing Hours: 4.000
Maximum Hours: 9.000
Date: Jan 21, 2010 07:59 pm

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Submit Changes  Class Search  Reset
VI. Drop a Class

Step 1: Choose ‘Add or Drop Classes’ from Registration menu

Step 2: Click the arrow under the ‘Action’ heading next to the course you wish to drop. Select ‘DROP’.

Step 3: Press on ‘Submit Changes’

VII. View Your Schedule

Step 1: Choose ‘Student Detail Schedule’

Step 2: Check your schedule
VIII. Exit Your Account

For Security reasons, click on ‘EXIT’ in the right hand corner of your screen and close the browser after you finish.

IX. Registration Errors

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Meaning</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Conflict with another CRN</td>
<td>Time conflict error occurs when the course displaying the error has a time that conflicts or overlaps with a course for which the student is already registered.</td>
<td>You must choose another CRN of another section for the same course.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>It simply means that the section is full to its maximum seats.</td>
<td>Student must choose another section for the same course.</td>
</tr>
<tr>
<td>Pre-requisite/Test Score Error</td>
<td>You have not met the pre-requisite established for the course.</td>
<td>Register for the Pre-requisite first or visit your advisor for help.</td>
</tr>
<tr>
<td>Co-requisite Restriction</td>
<td>The course requested requires enrollment in another course(e.g. lab or lecture) during the same semester.</td>
<td>Select the indicated required course.</td>
</tr>
<tr>
<td>Duplicate CRN</td>
<td>You have already registered for this course/section</td>
<td>Drop the course from your schedule.</td>
</tr>
<tr>
<td>CRN does not exist</td>
<td>The five digit CRN you entered is not recognized by the system.</td>
<td>Enter the correct CRN number.</td>
</tr>
<tr>
<td>Student Status Prohibits Registration</td>
<td>Student Record is not active.</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>Registration exceeds the maximum number of hours permitted.</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Academic Standing Prohibits registration</td>
<td>Your academic standing does not allow registration.</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Level Restriction</td>
<td>Only students of a certain level can register for the course.</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>Enrollment in course is limited to specified major</td>
<td>Select another course or gain admission to the major specified.</td>
</tr>
</tbody>
</table>

X. Assistance Contact

Web Registration Support

Phone Number: 961-9-600699 / 799
E-mail Address: WebRegSupport@usek.edu.lb