

## **Registration Instructions for ABAC Students**

1. Log on to the MyABAC portal: [my.abac.edu](http://my.abac.edu)
2. Click on the Banner app (“Banner SSB”) within the portal.
3. Click on Student Academic Records & Financial Services.
4. Click on Registration.
5. Click on Add/Drop Classes.
6. Select the term for which you are registering, then Submit.
7. To search for available classes, click on Class Search (bottom of the screen).
8. Fill in the correct search options you want, then click on Class Search.

Tip: The only required search parameter is the Subject. To avoid scheduling classes on the wrong campus, use the Campus search option.
9. Select the desired course by checking the box in the left column and clicking Register at the bottom left of the screen (you may need to scroll down to the bottom).

Tip: As you add each class, note the times and days it meets. This will help as you continue to search for courses to fit your schedule.
10. The Add/Drop screen will appear. View the Current Schedule section to ensure your class was successfully added. If an error message appears, determine the error and try again.

Tip: If you are signing up for a science class with a lab, you have to sign up for both simultaneously.
11. Repeat the class search steps until your schedule is complete.
12. If you register for a class, then decide to drop that class, click on the pull-down box in the Action column of your schedule and select Dropped Course-Web. Click on Submit Changes.
13. Once your schedule is complete, click Return to Menu at the top right of the screen. You will be at the Registration menu. View and print the following two things:
  - a. Student Schedule by Day & Time – This shows your schedule in time blocks for each day.
  - b. Student Detail Schedule – Show detailed information for your schedule that is helpful at the Bookstore when purchasing books.
14. Be sure to check on your financial aid, pay, or set up a payment plan. You can view your account information through eStallion in the MyABAC portal.