

## **Web Registration Instructions: Banner Student System**

1. Begin at lcc.edu and point to "Sign In" link (top of page)
2. Select "myLCC College Portal"
3. Log in using your TUID and password
4. Once logged into myLCC click the banner link at the top of the page.

*A note on navigation: do not use your browser's "back" button from this point forward; instead use links on the page such as "Return to previous menu" or others to navigate through the system.*

5. Click "student"
6. Click "registration"
7. Click "Pre-Registration Tasks"
  - a. Click on links to view information
8. Click Continue to Registration Tasks- at bottom of page
9. Click on Add or Drop Classes
  - b. Click "2) select term" and submit.
  - c. Click "3) add or drop classes"; then
    - i. either enter the CRN number for the section you wish to register for and click "submit changes" to register for that class.
    - ii. or click the "class search" button to look for the CRN.  
Register for the desired CRN by checking the select box on the left, then scroll down and click "register" button.
7. Repeat step 6c until satisfied with your schedule.
8. Click on Continue to Class Schedule
  - a. Review class schedule
  - b. print your schedule
  - c. Click Continue to What Do I Owe
9. Review Tuition and Fees
10. Click Continue to Select Payment Methods
  - a. Select Payment Option
11. Click "exit" to end your session and secure your account