**Web Registration Instructions: Banner Student System**

1. Begin at lcc.edu, Click on Sign in at top of the Web page.
2. Choose myLCC College Portal
   a. Enter your TUID and your password.
3. Click on “B Banner” at the top of the page.
4. Click “Student”
5. Click “Registration”
6. Click “Pre-Registration Tasks”- Complete each as needed
7. Click “Continue to Registration Tasks”
8. Click on “Add or Drop Classes”
   a. Read statement and click submit.
   b. Click the “class search” button to look for the section you want to register in.
   c. Using the scroll bar find the Subject you are searching for, click on subject
   d. Click Course Search
   e. Click view sections button next to section of subject you are interested in
   f. Register for the desired section by checking the select box on the left, then scroll down and click “register” button.
9. Repeat step 8b-c until satisfied with your schedule.
10. Click on “Continue to Class Schedule”
    a. Review class schedule
    b. print your schedule
    c. Click “Continue to Calculate Tuition and Fees”
11. Review Tuition and Fees
12. Click “Continue to Select Payment Methods”
    a. Select Payment Option
       1. Cash- Pay in Person
       2. Check- in person or by mail
       3. Credit Card- Online, in person , by phone
       4. Payment Plan- online
          a. Allows for month payments- Must have Bank account information or active credit card
13. Click “exit” to end your session and secure your account