BannerWeb – https://bannerweb.richmond.edu/

University of Richmond Web Information System

Registration at the University of Richmond is done online via BannerWeb. If you encounter any problems or anomalies, please contact the Office of the University Registrar immediately at registrar@richmond.edu or (804) 289-8639.

Registration Worksheet - Failure to follow these steps may result in registration errors**.**

LOGGING INTO BANNERWEB

1. Access **BannerWeb** from any computer with Internet access at **https://bannerweb.richmond.edu/.**
2. Enter your **University ID. This is a unique 8-digit number.** Your University ID will appear on your Spidercard. If you have difficulty or do not know your university ID, please contact the Help Desk at: (804) 287-6400 or helpdesk@richmond.edu
3. Enter your **Login PIN**. *If this is the first time you are logging into BannerWeb, and you have not received your login PIN please refer to the following for information on your Login PIN. You will be prompted to change your Login PIN to a unique 6-digit and/or character combination. When prompted, enter your old PIN, and then enter your New PIN twice.*
4. Read and accept "**Terms of Usage**" by clicking **CONTINUE**.
5. Click on the **STUDENT SERVICES** menu, and then click on **REGISTRATION**.
6. To Add or Drop Classes, click on **ADD/DROP CLASSES**.

ADD/DROP CLASSES

1. Click on **ADD/DROP CLASSES**.
2. Select the **TERM** that you wish to use.
3. NOTE – DURING ADVANCED REGISTRATION you will be prompted to enter the **TERM PIN** that you received from your advisor. TERM PINs are not applicable to Law and SCS students. You will receive a new TERM PIN each semester from your advisor.
4. Use the **ACTION** pull-down boxes to **DROP** classes from your current schedule.
5. Enter the **CRN**s (Course Request Numbers) for the classes you wish to **ADD** to your schedule in the **ADD CLASS** boxes at the bottom of the page. You must enter the **CRN**s sequentially.
6. When finished, click on **SUBMIT CHANGES** to submit your requests. *Errors, if any, will be displayed at the bottom of the page*.
7. To **VERIFY** and **PRINT** your schedule, click **STUDENT SERVICES** at top of page, return to the **REGISTRATION** menu, and click **STUDENT DETAIL SCHEDULE**. It may be necessary to change your browser page setup to Landscape instead of Portrait to accommodate extra-long fields.
8. **EXIT** BannerWeb by clicking on **EXIT** at the top right of the page. **For maximum security, always close your browser.**

LOOK-UP CLASSES TO ADD and COURSE AVAILABILITY

1. From the **REGISTRATION** menu, click **LOOK-UP CLASSES TO ADD**. (If you have not already done so, select the **TERM** you wish to use.)
2. Select the criteria that you want to use in your search. You must select at least one **SUBJECT**. Click on **CLASS SEARCH** at bottom of page to execute your search.
3. Classes returned with a **CHECKBOX** on the left column are open for registration. To register, click the **CHECKBOX** and click the **REGISTER** button at the bottom of the page. If prompted, enter the **TERM PIN** that you received from your advisor. *Errors, if any, will be displayed at the bottom of the page.*
4. If classes are returned without a **CHECKBOX**, the class is not available for registration.
5. To **CONFIRM** and **PRINT** your schedule, return to the **STUDENT SERVICES** menu at top of page, then click **REGISTRATION**, and click **STUDENT DETAIL SCHEDULE**.
6. **EXIT** BannerWeb by clicking on **EXIT** at the top right of the page. **For maximum security, always close your browser.**

PROPOSED SCHEDULE OR CHANGES

Name: _____ **ID:** _____ **Advisor:** _____

CRN	SUBJ	NUM	SEC	TITLE	DAYS	TIMES	HOURS
						TOTAL HRS:	

BE SURE TO PRINT YOUR SCHEDULE BEFORE EXITING BANNERWEB!