



## *Instructions for Online Registration*

**These steps are intended for students who have discussed their schedule with their advisor and have his or her approval to register for classes. If you have not worked with an advisor to develop your schedule please do so before proceeding with these steps.**

- 1) Visit Banweb at <https://banweb.nmt.edu>.
- 2) Login by clicking **ENTER SECURE AREA**. Words that are like “**THIS**” in this document are links or buttons that you can click when you are in Banweb.
- 3) Your User ID is your student ID number, which starts with 900. You can find this number on your admission paperwork.
- 4) Your Banweb PIN is an 8-digit password of letters and numbers provided by the Registrar’s Office.
  - a. If you do not have a Banweb PIN, please send an email to [registrar@nmt.edu](mailto:registrar@nmt.edu). Please include your student ID# and a copy of your photo ID (driver’s license, etc.).
  - b. You may have already have a Banweb PIN, especially if you used Banweb for Financial Aid purposes. If you remember your PIN, you do not need to request a new one.
  - c. Your Alternate PIN (APIN) that you receive from your advisor is NOT your Banweb PIN.
  - d. If you get locked out of Banweb, which can happen if you enter your PIN incorrectly three times, please click the **FORGOT PIN** button or contact the Registrar’s Office at [registrar@nmt.edu](mailto:registrar@nmt.edu).
  - e. Once you successfully login, you may be asked to change your PIN. You will also be asked to create a security question.
- 5) Click **STUDENT AND FINANCIAL AID**
- 6) Click **STUDENT RECORDS & ADVISOR INFORMATION**
- 7) Click **VIEW HOLDS** In the middle of the page is a link that says [click here](#) to see the Title IX training video. After you view the video, you’ll be prompted to confirm that you watched it. When you confirm, the hold will be removed, and you can now register.
- 8) Click **REGISTRATION**
- 9) Click **ADD/DROP CLASSES**

8) Select the term and click **SUBMIT**

9) Enter your Alternate PIN. Your Alternate PIN (also called APIN) is the 6 digit code received from your advisor. The APIN acts as your advisor's approval of the courses you are taking. After entering your APIN, click **SUBMIT**. If you do not have an APIN, please contact your advisor.

10) Enter the Course Reference Number(s) (CRNs) of the classes you want to take.

- a. If you don't know the CRNs, go back to the main Banweb screen (<https://banweb.nmt.edu>) and click on **CLASS SCHEDULE**. The Class Schedule contains the CRN, subject, course number, section, credits, title, meeting days and times, meeting locations, and instructor information for all classes.

11) It's important that if a course has a required co-requisite (such as a lab or recitation), you must enter all CRNs into the worksheet before saving. Otherwise you will get a "Pre-Requisite/Co-Requisite Error".

12) Click **SUBMIT CHANGES**

13) It should display that you are registered; however, you can verify that you are registered by clicking:

- a. **STUDENT AND FINANCIAL AID**
- b. **REGISTRATION**
- c. **STUDENT DETAIL SCHEDULE**

14) Once you have verified your registration, you can view your account balance and make a payment by clicking:

- a. **PERSONAL INFORMATION**
  1. **ACCOUNT SUMMARY BY TERM** (This allows you to view your balance broken down by semester).
  2. **MAKE AN ONLINE PAYMENT** (This allows you to make a payment).

If you encounter any problems using Banweb to register for classes please contact the Registrar's Office.

575.835.5133

or

registrar@nmt.edu