

## Student Self-Service Instructions



### First-Time Users

1. Click on the banner link

Student Self Service Link <https://banner.ulm.edu>

2. Click on Login to Access Your Personal ULM Information

Welcome to  
The University of Louisiana at Monroe  
Online Information System

Login to Access Your Personal ULM Information  
Apply for Admission  
Class Schedule  
Course Catalog

3. Enter CWID or Social Security Number

4. Enter PIN

- New students use six digit date of birth in MMDDYY format
- Continuing students use current ARROW PIN

User ID:

PIN:

Login

Arrows indicate: 3 points to the User ID field, 4 points to the PIN field, and 5 points to the Login button.

5. Click Login - you will be prompted to change your PIN

- New PIN must be at least 6 characters (numbers and/or digits)
- You will also be asked to set up a Security Question and Answer

Please make a note of your Student ID Number, new PIN, and your Security Question and Answer for future Banner Web login access.



If you log in with an incorrect ID or password, this error message is displayed.

Authorization Failure - Invalid User ID or PIN.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 8.2



If you attempt to log in too many times, **your account will be locked.** This message may be displayed.

Login Not Allowed

Your Web access has been disabled. Please contact the Computing and Information Services Office for information about your account.

Please call the Registrar's office at 318-342-5262 to have your PIN reset. Make sure to mention that you are trying to log in to Banner and that your account has been locked and access disabled.



If you are NOT a new student, and have forgotten your current ARROW PIN, enter your User ID (CWID) again, and click on the Forgot PIN? button. If you can answer your own secret question, you will be prompted to change the PIN yourself. **Remember** this new PIN for future Banner web login access.

## Instructions on How to Register for Classes

1. Once you have successfully logged into banner, click on **STUDENT**.
2. Once you have chosen **STUDENT**, click on **REGISTRATION**.
3. After you have clicked on **REGISTRATION**, click on **ADD OR DROP CLASSES**
4. After you have clicked on **ADD OR DROP CLASSES** you will come to a page that says **REGISTRATION TERM**, please select the term in which you wanting to register for (Fall 2010) and then click submit.
5. After you have clicked submit you will come to a page that says **ADD or Drop Classes**. Also on this page it will say **Class Schedule** in the center of the page.
6. At the bottom of the page there are ten boxes, labeled **CRN's** you will enter your **CRN NUMBERS** into these boxes.
7. Once you have entered your **CRN NUMBERS** of you classes, you will **CLICK SUBMIT CHANGES**.
8. You are now registered!