Student Self-Service Instructions

First-Time Users

1. Click on the banner link

2. Click on Login to Access Your Personal ULM Information

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

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.

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

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!