



## HOW TO USE: COMMON BANNERWEB FEATURES

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### Logging in to BannerWeb

- ◆ Go to **my.ltu.edu**.
- ◆ Click the **BannerWeb** tab then login to secure area
  - Enter your **Username** [This is your 9-digit student number. Alumni use 5-digit student number with a 0 (zero) in front of it]
  - Enter your 6-digit **PIN**.
    - If this is your first time on BannerWeb, your **PIN** will be your birth date in the format: **MMDDYY**. After you login for the first time, you will be prompted to enter a new **PIN**.
- ◆ Click **Login**

### Viewing your Account Balance:

- ◆ Select **Student Services and Financial Aid** tab
- ◆ Select **Student Account** link
- ◆ Select one of the following links for different view options of the account: **Account Summary**, **Account Summary by Term**, or **Account Detail by Term**

### Viewing your Class Schedule once you are registered:

- ◆ Select **Student Services and Financial Aid** tab
- ◆ Select **Registration** link
- ◆ Select one of the following links for different view options of the schedule: **Student Schedule by Day and Time** or **Student Detail Schedule**

### Viewing your Final Grades:

- ◆ Select **Student Services and Financial Aid** tab
- ◆ Select **Student Records** tab
- ◆ Select **Final Grades** link

### Signing your laptop agreement

- ◆ You must be registered for courses, and the \$500.00 laptop deposit must be paid before you can access the laptop agreement. Once both items are completed:
  - Select **Student Services and Financial Aid** tab
  - Select **Laptop Distribution Voucher System** link

### Viewing your 1098T tuition statement for tax purposes:

- ◆ Select **Student Services and Financial Aid** tab
- ◆ Select **Student Account** link
- ◆ Select **Tax Notification** link
- ◆ Enter in the appropriate tax year to view the 1098T form