

Student Self Service Registration

Banner Student

SELF SERVICE REGISTRATION

Students will have the ability to register for classes via the Self Service pages of the Banner system through the MyTCAT Student Portal.

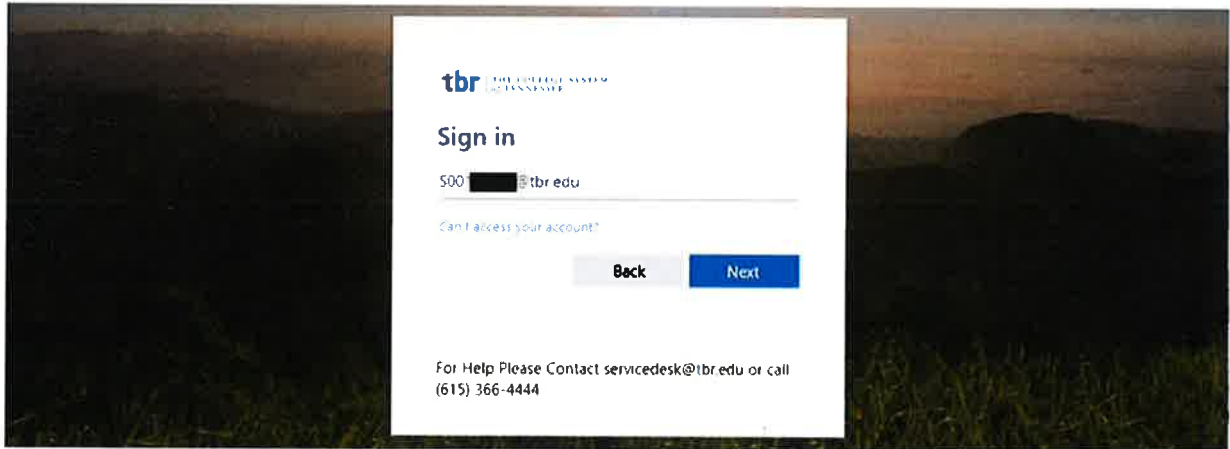
Step 1: Login to the MyTCAT Portal

The student will begin by navigating to the MyTCAT portal from either: <https://portal.tbr.edu> or the link on the TCAT website.

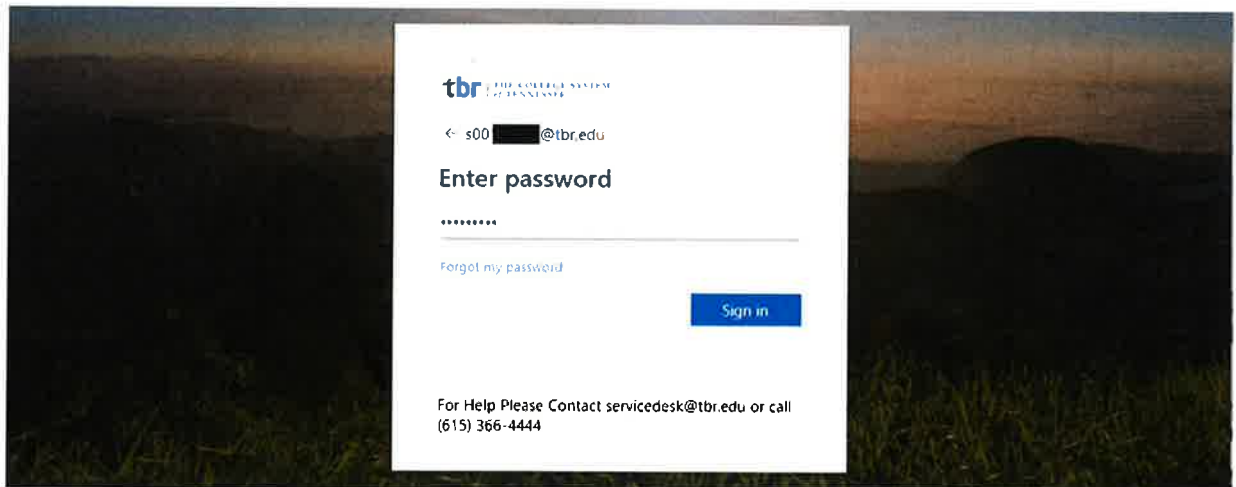


Access to your admissions application, financial aid and other general information. Requires login from your new campus email address that will be provided.

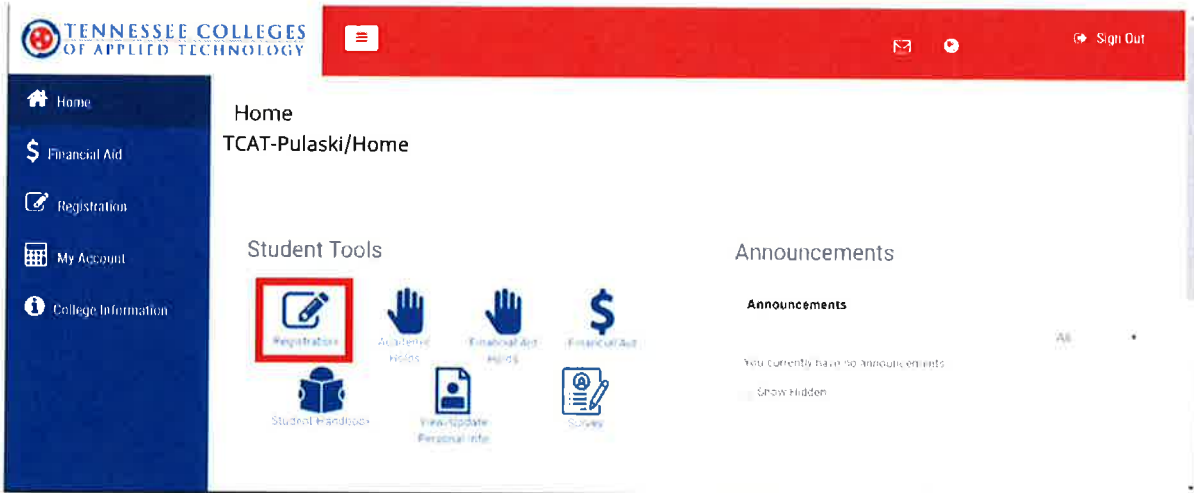
This will navigate the student to the login screen for the portal. This will be accessed via their campus email address which will be S00XXXXXX@tbr.edu and the password provided in their welcome email.



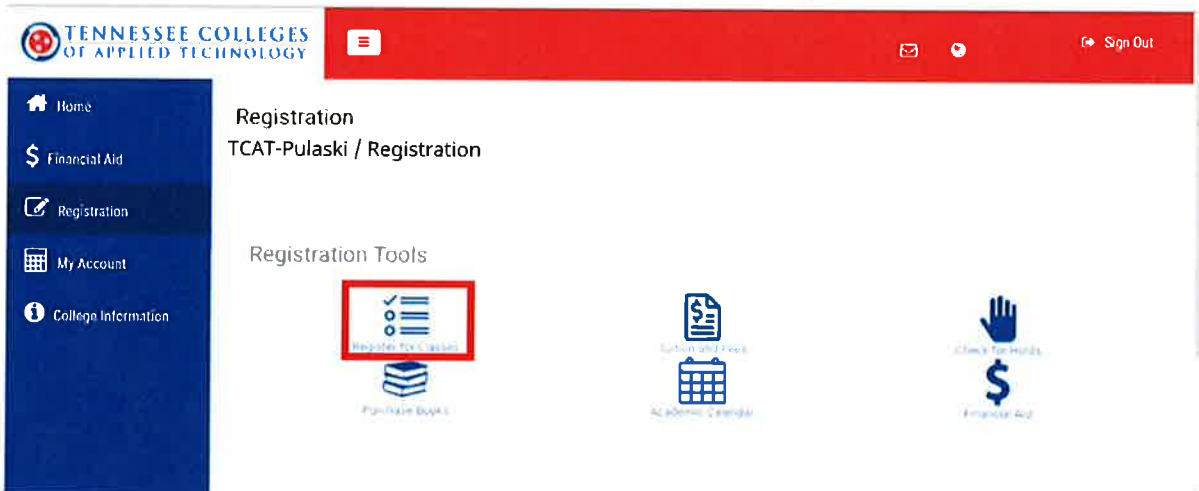
The Student will be prompted to enter their password.



If the Student has properly set up their account they will be navigated to the Student portal with a series of options.

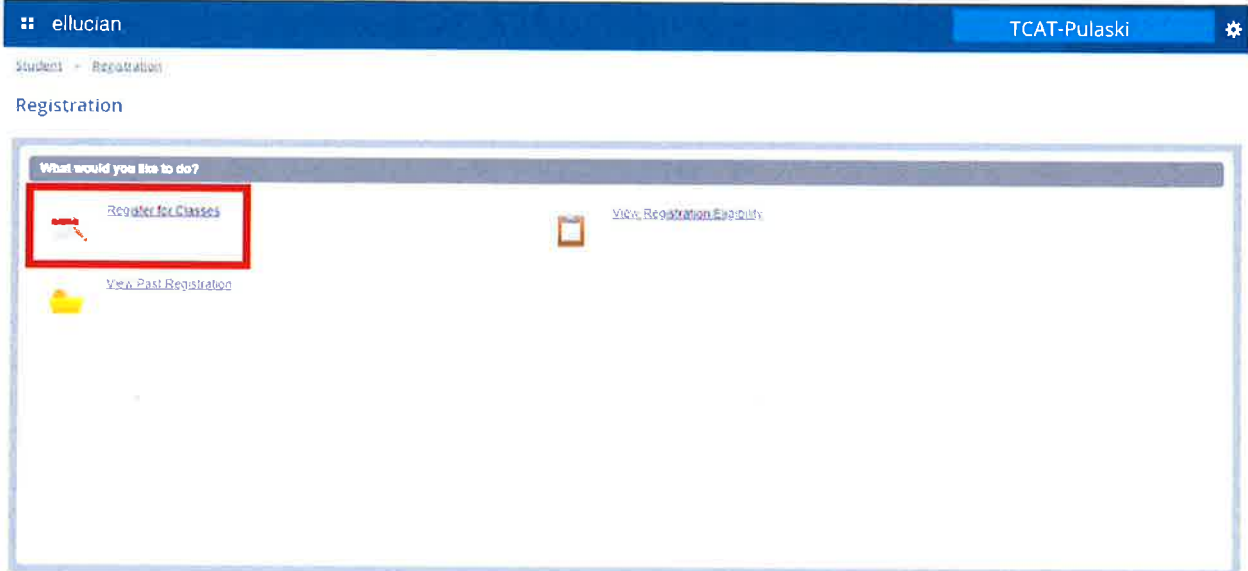


The student should select the **Registration** Icon and then the **Register for Classes** link

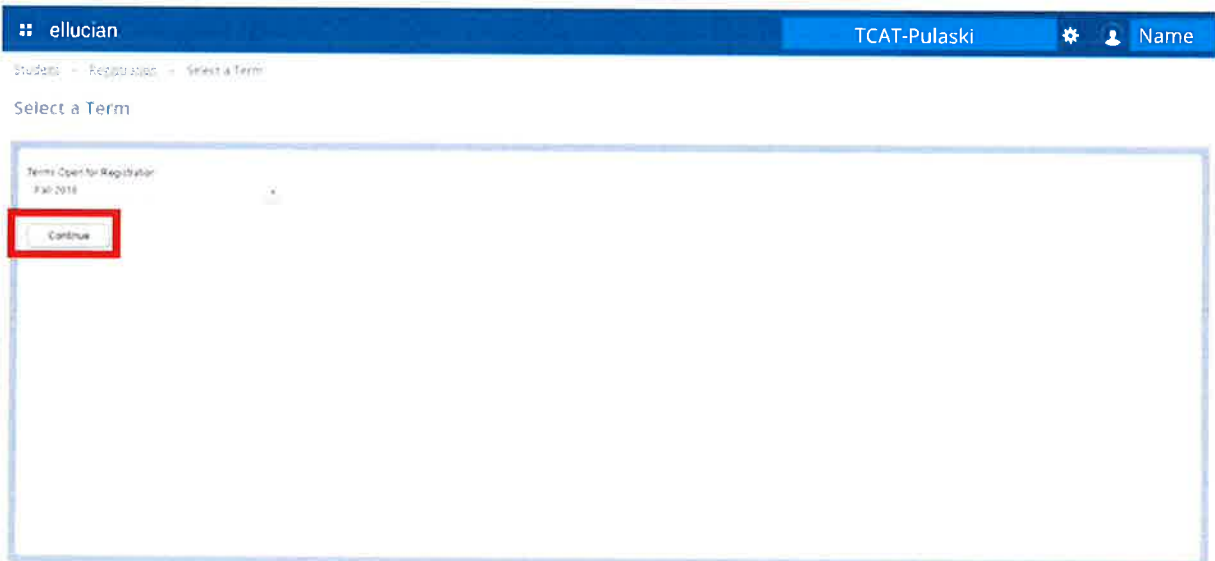


Step 3: Register for classes via Self Service

The registration link will navigate the student to the Self Service Registration pages within Banner. The student should select the **Register for Classes** link.



The Student will be prompted to enter the term they are registering for. In production this will be Summer 2019. Once they select the **Term Open for Registration** they should press the **Continue** button.



The student will then be navigated to the Registration screen displaying all the Courses that they have been projected for the coming term. Please note, because of the Block registration process this will display all the courses in their program that they have not yet completed.

Register for Classes

Select Your Block Option
Term: Fall 2018

* Suggested Block: PH1 Murfreesboro 01 Day

Title	Code	Hours	CRN	Term	Instructor	Section	Status
Career Readiness	PH1 1070 0	30	2163	201910	Murfree	19 of 999 seats remain	
Clinical Training & PTCE Exam Preparation	PH1 1010 0	420	2171	201910	Murfree	19 of 999 seats remain	
Keyboarding	PH1 1020 0	40	2150	201910	Murfree	19 of 999 seats remain	
Lab Ethics and HIPAA	PH1 1010 0	30	2155	201910	Murfree	19 of 999 seats remain	
Operation	PH1 1010 0	6	2157	201910	Murfree	19 of 999 seats remain	
Pharmaceutics	PH1 1060 0	100	2160	201910	Murfree	19 of 999 seats remain	
Pharmaceutics	PH1 1040 0	90	2159	201910	Murfree	19 of 999 seats remain	
Pharmacy Math	PH1 1030 0	104	2159	201910	Murfree	19 of 999 seats remain	
Pharmacy Practice and Lab 1	PH1 1040 0	90	2160	201910	Murfree	19 of 999 seats remain	
Pharmacy Practice and Lab 2	PH1 1030 0	200	2161	201910	Murfree	19 of 999 seats remain	

Open and close bottom panels to display extra registration information.

Submit

The student has no ability to modify any of their Courses, they only need to select the **Submit** button on the bottom right side of the screen.

Step 4: Registration Complete

Once they select **Submit**, they should receive a green notification that the save was successful and display all courses as registered in Green.

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Save Successful

Select Your Block Option
Term: Fall 2018

* Suggested Block: PH1 Murfreesboro 01 Day

Title	Code	Hours	CRN	Term	Instructor	Section	Status
Career Readiness	PH1 1070 0	30	2163	201910	Murfree	19 of 999 seats remain	
Clinical Training & PTCE Exam Preparation	PH1 1010 0	420	2171	201910	Murfree	19 of 999 seats remain	
Keyboarding	PH1 1020 0	40	2150	201910	Murfree	19 of 999 seats remain	
Lab Ethics and HIPAA	PH1 1010 0	30	2155	201910	Murfree	19 of 999 seats remain	

Schedule Schedule Details
Class Schedule for Fall 2018
There are no schedules available for viewing.

Open and close bottom panels to display extra registration information.

Summary

Title	Code	Hours	CRN	Instructor	Status	Action
Career Readiness	PH1 1070 0	30	2163	Murfree	Registered	Name
Operation	PH1 1010 0	6	2157	Murfree	Registered	Name
Keyboarding	PH1 1020 0	40	2150	Murfree	Registered	Name
Pharmacy Math	PH1 1030 0	104	2159	Murfree	Registered	Name

Total Hours Registered: 200 | Billing: 0 | CRN: 0 | Min: 0 | Max: 999

Submit

The student has now completed their portion of Self Service Registration. The **Schedule and Options** tab will now display the status as **Registered** and the message as ****Web Registered****

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Student - Registration - Select a Term - Register for Classes

Register for Classes

Summary

Term: Fall 2018

ID#	CRN#	Hours	CRN#	Schedule Type	Grade Mode	Level	Inst. Fee	Day	Status	Message
Career Readiness	PHI 1070 0	30	2163	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Critical Thinking & PACE Exam IV	PHI 1070 0	420	2171	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Keyboarding	PHI 1029 0	49	2150	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Legal Ethics and HIPAA	PHI 2010 0	30	2155	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Chemistry	PHI 1019 0	5	2157	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Pharmacy	PHI 1066 0	100	2152	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Pharmacy	PHI 2040 0	35	2166	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Pharmacy Math	PHI 1030 0	104	2159	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Pharmacy Practice and Lab I	PHI 1043 0	99	2160	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Pharmacy Practice and Lab II	PHI 2010 0	220	2167	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Food Path. Reentry/Assessment	PHI 2050 0	35	2169	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register
Ten Counts	PHI 1051 0	56	2153	Lecture/Lab	Standard Letter Gr	Credit	None	04/02/2018	Registered	**Web Register

If the student navigates to the **View Past Registration** link and selects **Active Registrations** they will receive a detail list of all the courses assigned.

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Student - Registration

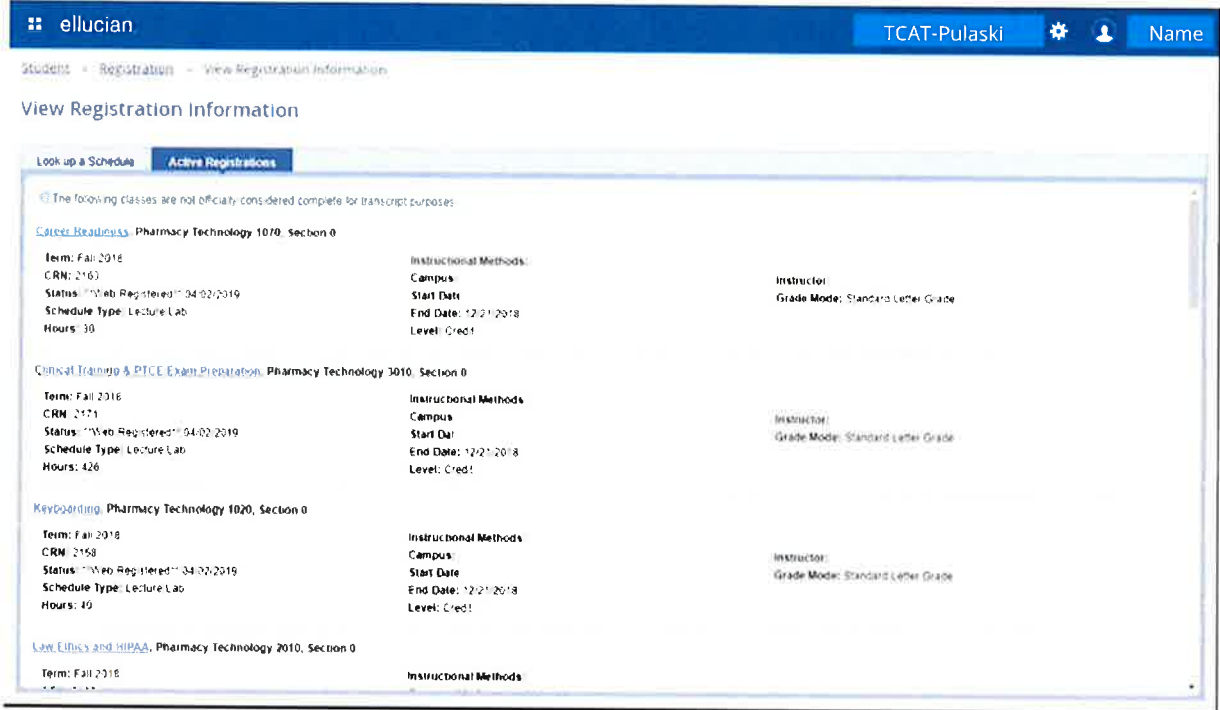
Registration

What would you like to do?

Register for Classes

View Registration Summary

View Past Registrations



Step 5: Log Out and Close Browser to end session

After the student has completed the registration and reviewed the appropriate information they should log out of the application and close the browser in order to ensure the account is logged out. This can be especially important if the registration is being performed on a computer at the TCAT such as a computer lab or Kiosk.

Click on the person icon at the top right. Select Sign Out



You should receive a logout successful message. Please take the additional step of closing the browser by selecting the X at the top right.



LOGOUT SUCCESSFUL

[Return to your application](#)

Thank you for your attention. Good luck in your new program and career.