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.
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.
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**

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.
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.

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