

# Student Self Service Registration

Banner Student

April 2, 2019

## 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.

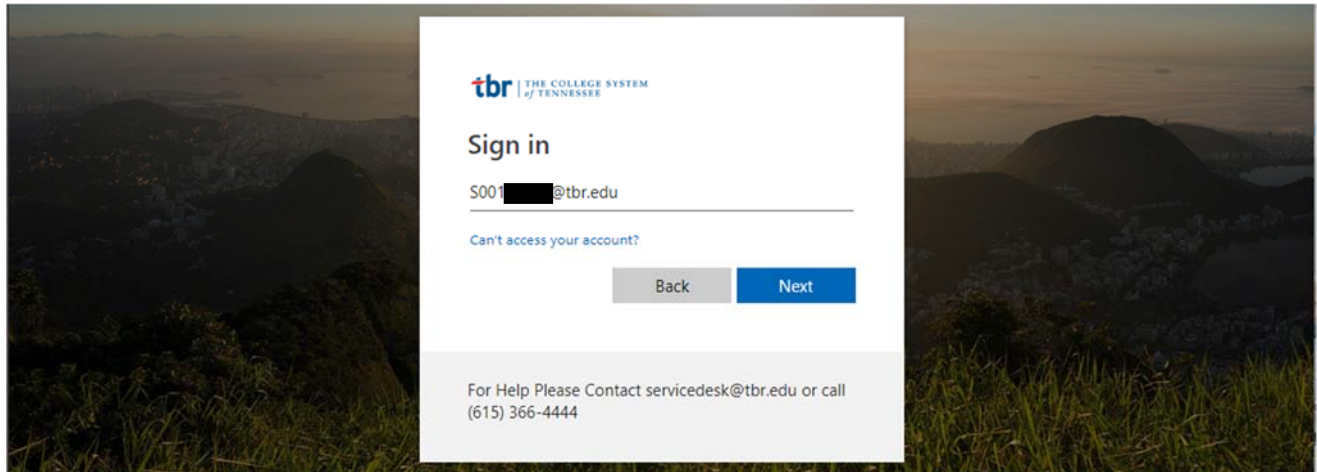
### Step 1: Login to the MyTCAT Portal

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

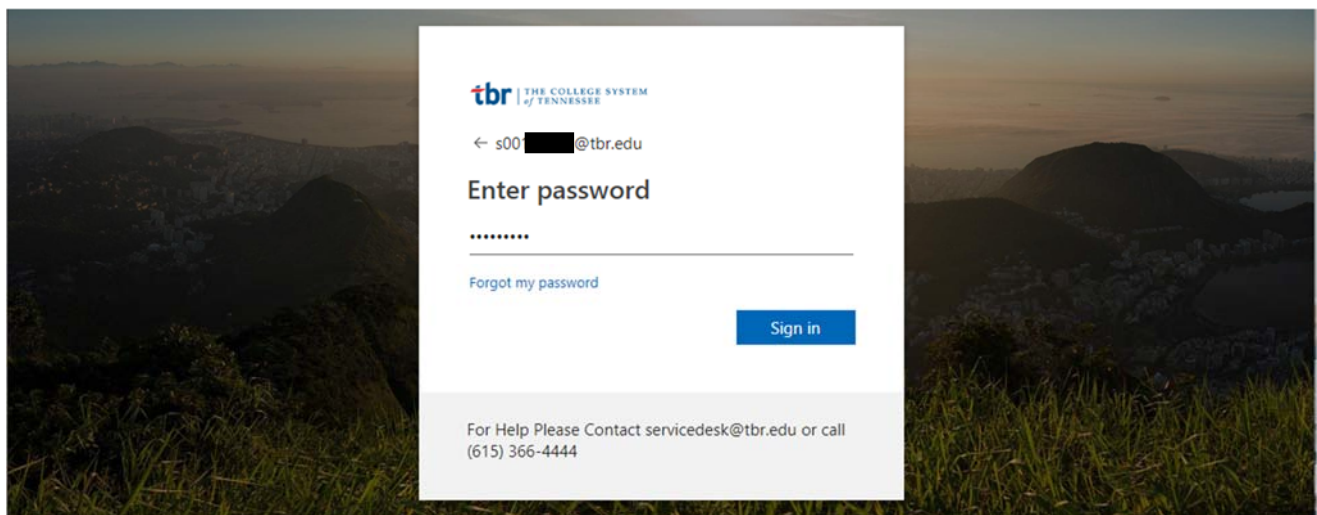
MyTCAT

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

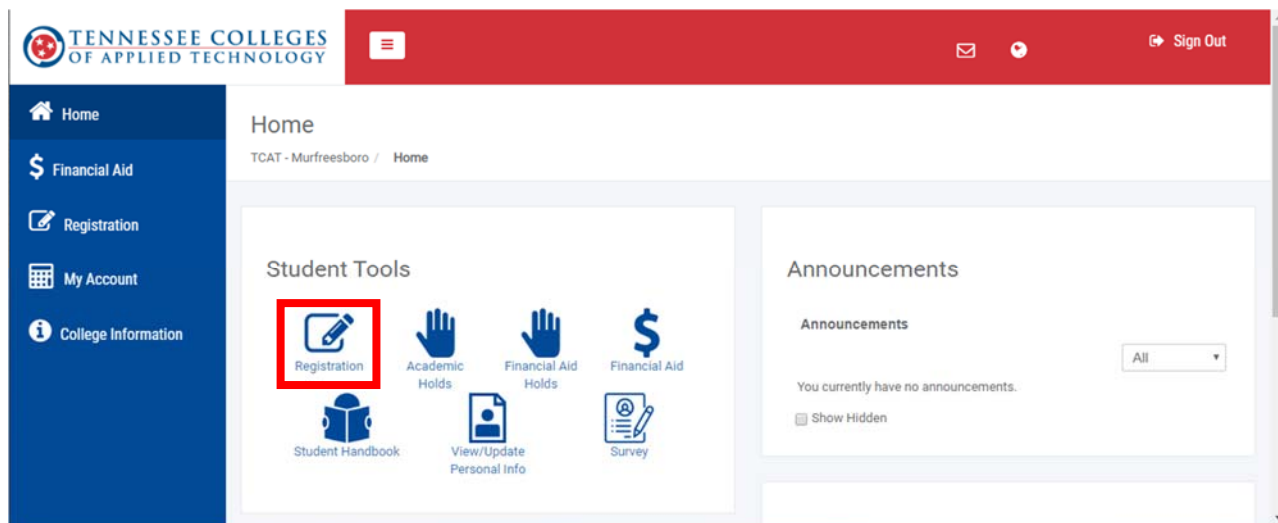
This will navigate the student to the login screen for the portal. This will be accessed via their campus email address which will be [S00XXXXXX@tbr.edu](mailto:S00XXXXXX@tbr.edu) and the password provided in their welcome email.



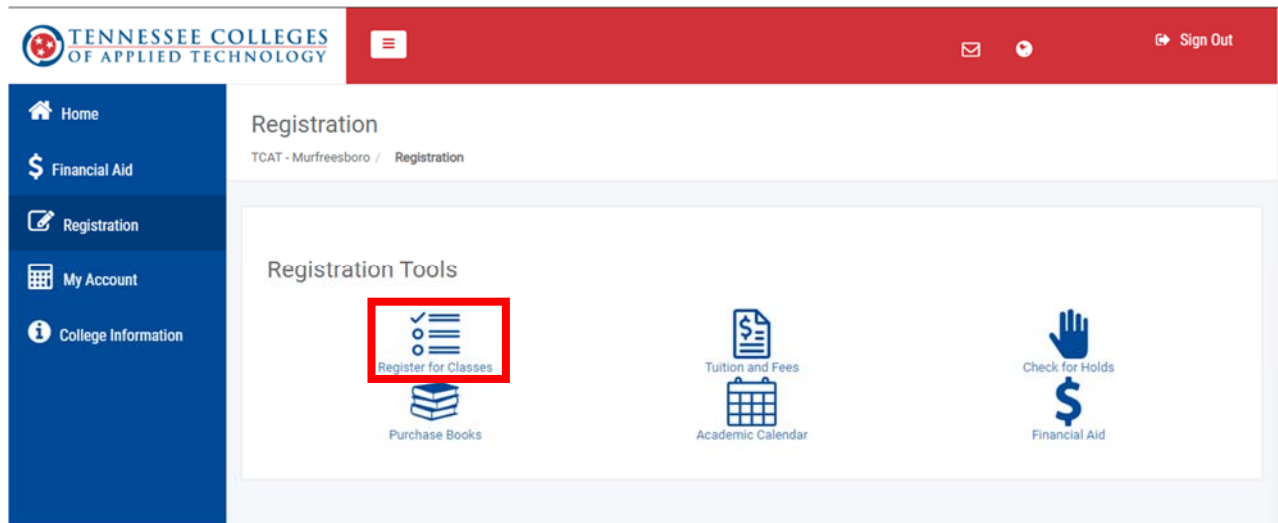
The Student will be prompted to enter their password.



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.

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Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes Enter CRNs **Blocks** Projections Schedule and Options

**Select Your Block Option**  
Term: Fall 2018

☒ Suggested Block: PHT Murfreesboro 01 Day

Title	Details	Hours	CRN	Term	Instructor	Campus	Status
Career Readiness	PHT 1070, 0	30	2163	201910		Murfrees...	19 of 999 seats remain.
Clinical Training & PTCE Exam Preparation	PHT 3010, 0	426	2171	201910		Murfrees...	19 of 999 seats remain.
Keyboarding	PHT 1020, 0	40	2158	201910		Murfrees...	19 of 999 seats remain.
Law Ethics and HIPAA	PHT 2010, 0	30	2165	201910		Murfrees...	19 of 999 seats remain.
Orientation	PHT 1010, 0	6	2157	201910		Murfrees...	19 of 999 seats remain.
Pharmacology	PHT 1060, 0	100	2162	201910		Murfrees...	19 of 999 seats remain.
Pharmacology	PHT 2040, 0	90	2168	201910		Murfrees...	19 of 999 seats remain.
Pharmacy Math	PHT 1030, 0	104	2159	201910		Murfrees...	19 of 999 seats remain.
Pharmacy Practice and Lab I	PHT 1040, 0	90	2160	201910		Murfrees...	19 of 999 seats remain.
Pharmacy Practice and Lab II	PHT 2030, 0	220	2167	201910		Murfrees...	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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Student » Registration » Select a Term » Register for Classes

**Save Successful**

### Register for Classes

Find Classes Enter CRNs **Blocks** Projections Schedule and Options

**Select Your Block Option**  
Term: Fall 2018

☒ Suggested Block: PHT Murfreesboro 01 Day

Title	Details	Hours	CRN	Term	Instructor	Campus	Status
Career Readiness	PHT 1070, 0	30	2163	201910		Murfrees...	19 of 999 seats remain.
Clinical Training & PTCE Exam Preparation	PHT 3010, 0	426	2171	201910		Murfrees...	19 of 999 seats remain.
Keyboarding	PHT 1020, 0	40	2158	201910		Murfrees...	19 of 999 seats remain.
Law Ethics and HIPAA	PHT 2010, 0	30	2165	201910		Murfrees...	19 of 999 seats remain.

Open and close bottom panels to display extra registration information.

Schedule Schedule Details

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

Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Worker Characteristic	PHT 0001, 0	6	2156	Lectur...	Registered	None
Orientation	PHT 1010, 0	6	2157	Lectur...	Registered	None
Keyboarding	PHT 1020, 0	40	2158	Lectur...	Registered	None
Pharmacy Math	PHT 1030, 0	104	2159	Lectur...	Registered	None

Total Hours | Registered: 1,200 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999

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

Find Classes Enter CRNs Blocks Projections **Schedule and Options**

**Summary**  
Term: Fall 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
<a href="#">Career Readiness</a>	PHT 1070, 0	30	2163	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Clinical Training &amp; PTCE Exam Pr...</a>	PHT 3010, 0	426	2171	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Keyboarding</a>	PHT 1020, 0	40	2158	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Law Ethics and HIPAA</a>	PHT 2010, 0	30	2165	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Orientation</a>	PHT 1010, 0	6	2157	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Pharmacology</a>	PHT 1060, 0	100	2162	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Pharmacology</a>	PHT 2040, 0	90	2168	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Pharmacy Math</a>	PHT 1030, 0	104	2159	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Pharmacy Practice and Lab I</a>	PHT 1040, 0	90	2160	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Pharmacy Practice and Lab II</a>	PHT 2030, 0	220	2167	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Third Party Reimbursement</a>	PHT 2050, 0	36	2169	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...
<a href="#">Top Drugs I</a>	PHT 1050, 0	56	2161	Lecture/Lab	Standard Letter Gr...	Credit	None	04/02/2019	Registered	**Web Registe...

Submit

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 Eligibility](#)

[View Past Registration](#)



The screenshot shows the 'ellucian' interface for a student named 'Test, Cindy' at 'TCAT - Murfreesboro'. The page title is 'View Registration Information'. Below the title, there are tabs for 'Look up a Schedule' and 'Active Registrations'. A message states: 'The following classes are not officially considered complete for transcript purposes.' The active registrations listed are:

- Career Readiness, Pharmacy Technology 1070, Section 0**  
Term: Fall 2018  
CRN: 2163  
Status: \*\*Web Registered\*\* 04/02/2019  
Schedule Type: Lecture/Lab  
Hours: 30  
Instructional Methods: Campus: Murfreesboro Main  
Start Date: 09/04/2018  
End Date: 12/21/2018  
Level: Credit  
Instructor: Grade Mode: Standard Letter Grade
- Clinical Training & PTCE Exam Preparation, Pharmacy Technology 3010, Section 0**  
Term: Fall 2018  
CRN: 2171  
Status: \*\*Web Registered\*\* 04/02/2019  
Schedule Type: Lecture/Lab  
Hours: 426  
Instructional Methods: Campus: Murfreesboro Main  
Start Date: 09/04/2018  
End Date: 12/21/2018  
Level: Credit  
Instructor: Grade Mode: Standard Letter Grade
- Keyboarding, Pharmacy Technology 1020, Section 0**  
Term: Fall 2018  
CRN: 2158  
Status: \*\*Web Registered\*\* 04/02/2019  
Schedule Type: Lecture/Lab  
Hours: 40  
Instructional Methods: Campus: Murfreesboro Main  
Start Date: 09/04/2018  
End Date: 12/21/2018  
Level: Credit  
Instructor: Grade Mode: Standard Letter Grade
- Law Ethics and HIPAA, Pharmacy Technology 2010, Section 0**  
Term: Fall 2018  
Instructional Methods:

## 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

This screenshot shows the top right corner of the 'ellucian' interface. The user 'Test, Cindy' is logged in. A red box highlights the person icon, and another red box highlights the 'Sign Out' button in the dropdown menu.

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

This screenshot shows a web browser window with the URL 'https://ssod.tbr.edu/cas/logout?sessionDataKey=857edd0e-29d3-4b2c-85d4-d70621a2e9f5'. The page displays a 'WSO2 IDENTITY SERVER' logo and a large blue box with the text 'LOGOUT SUCCESSFUL'. Below this, it says 'Return to your application.' A red box highlights the close button (X) in the top right corner of the browser window.

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