



Thomas  
Jefferson  
University

Jeff  
IT

*Jefferson Information Technologies*

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## ***BANNER WEB REGISTRATION FOR STUDENTS***

*Jefferson Medical College  
Jefferson College of Graduate Studies  
Jefferson College of Health Professions*

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*Jefferson Information Technologies*

## **Privacy Statement**

Banner Web for Students provides access to sensitive data such as addresses, grades, financial and academic information. For security purposes, your Banner Web session will time-out after 5 minutes of no activity. The system will prompt you to log back into Banner Web. You should further protect your privacy by taking the following steps:

**DO NOT** share your Campus Key with anyone else for any reason;

**DO NOT** leave a PC unattended while Banner Web is in session

**Remember** to close your web browser (e.g. Internet Explorer or Netscape) before leaving a Computer.

### **Whom Do I Contact with Problems?**

**Send an e-mail to:**

**[Bannerweb.admin@jefferson.edu](mailto:Bannerweb.admin@jefferson.edu)**

**NOTE:** When students choose to forward mail to other email accounts, it is the student's responsibility to ensure its proper maintenance.

**View Emergency Contacts** – All existing emergency contact information will be displayed here; if none exist, the message "No Emergency Contact Information found" will display.

**Update Emergency Contacts** – To update a contact **click on the Name** link. To add a new contact, **click on the New Contact** link.

**Update Marital Status** – When you have made your selection, Click on **Update Marital Status** to submit your changes.

**Name Change Information** – A request to change your name in the Banner Student System must be made in person at the University Office of the Registrar, located in the Curtis Building, Room G-22.

**Social Security Change Information-**  
A request to change your social security number in the University's Administrative System must be made in person at the University Office of the Registrar, located in the Curtis Building, Room G-22

**Answer a Survey** – This is a very useful tool that will help us better serve you.

**<http://pulse.jefferson.edu>**

**<http://pulse.jefferson.edu>**



## **LOGON PROCEDURES:**

Go to <http://pulse.jefferson.edu>

Click on the **BANNER TAB**

### **BANNER WEB**

Click on the **College** you want to select;  
Enter your **Banner ID** and **PIN**, then  
re-enter your PIN for verification

**OR**

Enter your **Campus Key** and  
**Campus Key Password**;  
**DO NOT** share your Campus Key or  
Banner ID and PIN with anyone!

### **WELCOME JEFFERSON STUDENTS**

Click on **Student Services & Financial Aid**

Click on **Registration** to check your registration status

Click on **Select Term**

Click on the **Pull Down Menu** to select a term

Click on **Submit Term**

Click **ADD/DROP CLASSES**

Enter **Course Reference Number (CRN)**  
to Add a Class

Click On **Submit Changes**  
Or

Enter **Course Reference Number (CRN)**  
to Drop a Class

Click On **Submit Changes**  
Or

Click On **Class Search** To Look Up Class  
Information

Select at Least **One Subject**

Click on **Find Classes** to perform a Search  
<http://pulse.jefferson.edu>

### **Look-Up Classes to Add**

To register for classes, check the box in  
front of the CRN (C identifies a closed  
class) and click Register or **Add to  
Work sheet**.

Click on **Submit Changes**

### **Add/Drop Classes: Term Driven**

To drop a class from **Action Select Web  
Drop**

Or

Click on **Next**

### **Registration**

Click on **Student Schedule by Day &  
Time. NOTE:** Classes which are still  
not scheduled or that fall within a  
different date range than the normal  
term are listed at the bottom of the  
page.

Click on the **Next** button to finish the  
Student Registration

### **WELCOME JEFFERSON STUDENTS**

Click on **Student Services & Financial  
Aid**

Click on **Student Records** to:

View Holds  
Final Grades  
Academic Transcripts  
Account Summary by Term

### **WELCOME JEFFERSON STUDENTS**

Click on **Student Services & Financial  
Aid**

Click on **Financial Aid** to access World  
Wide Web for financial aid status & to  
educate the student on a number of  
important financial aid matters.

<http://pulse.jefferson.edu>

**My overall status of Financial Aid** –  
Displays an overall summary statement  
of the status of the student's file for the  
aid year.

**My Eligibility** – Displays any factors  
that may impact your financial aid status.

**My Award Information** – Displays ele-  
ments of the student's award package.

**Email Thomas Jefferson** – This allows  
the student to contact the financial aid  
office here on campus.

**Access Government Services** – Direct  
access to government services. Click on  
link ([www.students.government](http://www.students.government))

### **WELCOME JEFFERSON STUDENTS**

Click on the **Second file cabinet** to  
View or update your address...ETC.

**Change Pin** – This enables student to  
change their personal pin (6 digits.) Enter  
old pin – Enter new pin – Confirm new  
pin.

**View Address & Phone Number** – This  
allows student to view his/her address &  
phone number as it is recorded on file.

**Update Address & Phone Number** –  
You must select the address type you  
which to update. Example: ofc., local,  
or employ etc.

**View Email Addresses** – Student **must**  
use the Jefferson E-mail System See  
**Technology Orientation Brochure**

<http://pulse.jefferson.edu>