ON-LINE BANNER ACCESS AND REGISTRATION

Banner Login Screen and Campus Key Lookup

Go to http://banner.jefferson.edu
Click on the link “Banner Web Login”

-- Inside the “Campus Key” field you enter your Campus Key.
   Inside the “Campus Password” field you enter your password.
   (Initially the password will be your first and last initial in lower case, the last 4 digits of your social
   security number, and your first and last initial of your name in upper case. Example: (ms1234MS).)

Registration (Dropping and adding classes)

Login to Banner
Click on the link “Student and Financial Aid”
Click on the link “Registration”
Click on the link “Select Term”
(Use the dropdown menu to indicate the term of your registration.)
Click on the link “Add or Drop Classes”

--- At the bottom of this screen you will see several empty boxes to enter the 5 Digit CRN (Course
Reference Numbers) and register for those classes. If you do not know the CRN number, click the
“Class Search” button and do a general search for your class. A CRN number is a 5 Digit number
attached to every course. Examples are 60145, 62335, 71089, etc.
After you enter the CRN numbers, click the “Submit Changes” button to register.

Viewing your Schedule

Login to Banner
Click on the link “Student and Financial Aid”
Click on the link “Registration”
Click on the link “Select Term”
(Use the dropdown menu to indicate the term of your registration.)
Click on the link “Student Detail Schedule”

--- You may click on the link “Week at a Glance” to see a more detailed description of the classes you
have for each day of the week.