Introduction to Faculty on Add Authorization Codes

(BANNER)

1. **Login to Self Service Banner**: Go to the homepage, www.taftcollege.edu and click on the "Cougar Tracks Login" logo located on the bottom of the page.

2. **Enter your Username and Password**: Your username is your SSN or A# (either will work), and your password is a six-digit number that you have set up. If this is your first time to login, your password is your birthday (mmddyy). You will then be prompted to change your pin to a new six-fifteen digit number. Finally, you will be prompted to provide a security question and answer, for purposes of retrieving your pin, in case you forget it.

3. From the Main Menu, click on the "Faculty and Advisors" option

4. **On the "Faculty and Advisors" menu, click on "Rosters", the last option on the menu**: Notice, you can also print your "Summary Class List" and "Summary Wait List" from this menu. This is convenient if you want to email your entire class, see who is enrolled, see who is on the wait list, etc. It is nice to take these items to class the first day for attendance.
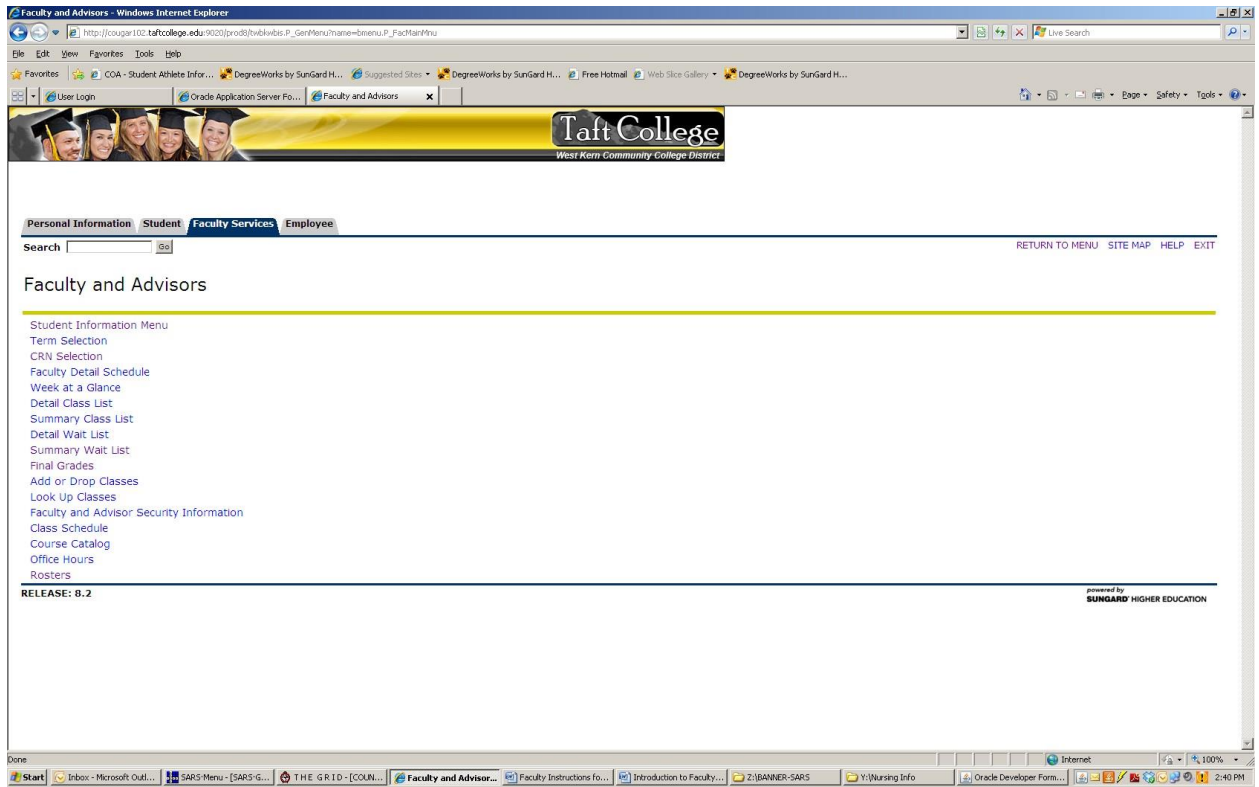
5. **On the "Print Your Own" menu, select the semester you want on the left-hand side of the screen, and click "Select Term". Your selected class(es) for the specified term will now appear on the right-hand side. Put a check in the box next to the CRN(s) of the class(es) you want to select, and click "Create Roster(s)."**

6. **Your roster will now be displayed. On the top, you will see a list of students enrolled. If you scroll down, you will then see "Add Authorization Codes"**: Notice the "Critical Dates". Add authorization codes are not activated until the first day of class. It is your discretion to add additional students to your class once class starts. If you want to provide an add authorization code to each student that you are willing to add, they will then use the code to add your class. Provided add authorization codes expire on the last day to add classes for the specified timeframe of your course, as specified in your "Critical Dates" area located right above the add authorization codes.

7. **Students will take the 4-digit add authorization code, login to their student account, click on Student>Registration>Add or Drop Classes. On the "Add or Drop Classes" menu, they will enter the "CRN" for the course, and click "Submit." They will then be told their registration is "Incomplete" and will enter the 4-digit add authorization code, and click "Submit." The student is now registered for your class. Remind students to pay for the newly added class, or verify their financial aid has covered the tuition fees.**

8. **If you have any problems, questions, concerns, feel free to call, or refer students to the Counseling Office. Thank you!**

   Amber Anderson-763-7870aanderson@taftcollege.edu
   Darcy Bogle-763-7889 dbogle@taftcollege.edu