

## Complete the Following Instructions

To avoid your classes from being purged PLEASE complete the registration process by following the instructions below.

If you made a partial payment online, you will be prompted to complete a Master Promissory Note before you can print your fee sheet.

**\*\*You have *NOT* officially registered until you accept your fees and print your fee sheet.**

**Please follow the instructions below\*\***

### BANNER LOGIN PROCEDURE:

- [www.susla.edu](http://www.susla.edu)
- Click [Banner Web Service](#)
- Click [Enter Secure Area](#)
- Enter your [User ID](#)(your SSN EX:999999999)
- Enter your pin (if this is your first time using Banner, your pin should be your six digit birth date. Ex:060579 July 5, 1979)
- Click Login
- First time users will have to create a new pin. Your new pin should be six digits. You will also have to create a security questions.

**After completing steps 1-7 you should be viewing the main Menu**

### ACCEPTING FEES PROCEDURE:

- Click [Student Information, Grade, and Financial Aid](#)
- Click [Accept/Pay Fees](#)
- Click [Select Term](#) and choose the term you are enrolling (ex: "Fall 2014")
- Click [Submit](#)
- Scroll to bottom of page (If you are prompted to pay with a credit card and you are receiving Financial Aid, please contact the financial aid office ASAP)
- [Enter PIN](#) (same as log in), First and Last Name exactly as shown in Banner
- [Click Accept Fees](#)
- [Click Get Fee Sheet](#)
- [Click the Print icon](#)

**Please note: Failure to complete these instructions will result in your classes being purged and you will not be enrolled for the current semester.**