

Banner Web is the OTC student information management system. Information such as Financial Aid, Student Registration, Grading, Online Payment, Degree Works, 1098-T, Online Graduation applications, and much more can be accessed through this secure account.

Go to <http://www.ogeecheetech.edu> and select **Banner Web** under the Current Students Tab. More detailed account information can be on the Account Assistance web page.

Banner ID— Your Banner ID is a nine character unique value beginning with 910 that identifies you in the Banner system.

Banner PIN (Personal Identification Number)—Your PIN is your Password to log into Banner Web. The default PIN for the initial log in is your date of birth in six-digit MMDDYY format.

Security Questions—when you first log in to the account you should be asked to set up your Security Questions and Answers. You will need to use this feature for future login, so use questions that have answers that do not change. Try to limit your responses to one or two words so that you can remember them later.

RAN (Registration Access Number)—This number changes each semester. It is obtained from the academic advisor and used for online registration.

CRN (Course Reference Number)—This is a five digit number used to identify a specific course within a semester schedule.

Keep yourself informed of important dates such as advisement, registration, drop/add, midterm, finals, and etc. by utilizing the campus calendar that is updated and posted under Future and the Current Students Menus from the home page.

[Forgot PIN?](#)

If you forget your PIN, click the “Forgot PIN” button to be asked your security questions. If you type the correct response, you will be taken to the password reset page.

If you need further assistance, complete an Account Assistance Form on the Account Assistance web page.

Banner Student Registration Guide

Term Selection

Before you begin working in Banner registration, you may want to select the term. If you do not, when you perform a function you will be prompted to select a term. The selected term remains active until you change it or log off.

To choose a term, go to Student Services, Financial Aid. . . Menu, select Registration, then click Select Term.

- * Register as soon as possible once advisement begins. Courses are set with maximum enrollment numbers and sections may fill.

Registration Assistance

Contact the Registrar’s Office for questions, concerns or assistance with registration by phone at: (912) 871-1611, by email at: ot-registrar@ogeecheetech.edu, or stop by the Student Assistance Center in the Joseph E. Kennedy Building while on campus.

[CLICK HERE FOR
ACCOUNT ASSISTANCE](#)

Appointment Plus (Meet with Faculty link is in the Current Student Menu) is used by students to schedule advisement sessions with their advisor. Schedule and meet with your advisor, discuss your academic progress, and register or obtain your RAN to register online.

Look Up CRN and Register

Banner Web Menu:

[Student Services, Financial Aid, Registration & Business Office](#)

Select Registration Menu and choose Add/Drop Classes

Enter your RAN in the Alternate PIN field, click Submit.

You can enter CRNs directly in the fields at the bottom of the screen or click the Class Search button to locate a course.

If there is a seat available and no errors appear when you submit, the class is added to your schedule.

If you select Look-up Classes to Add from the Registration Menu this will take you directly to the Class Search function.

View/Print your Schedule

Banner Web Menu:

[Student Services, Financial Aid, Registration & Business Office](#)

Select Registration Menu and click **Student Detail Schedule**

You can click **Print Preview** from your browser.

Note: the “Days” Legend is at the top of this schedule. Online courses may show with an odd time (attendance purposes).

The View Fee Assessment Link can show you if you have any outstanding balance prior to the payment deadline for a semester.

OTC DegreeWorks within the Student Records Menu can show your academic progress.

