As a New Student to Augusta Technical College, you now have a student ID number (900#) and username to access BANNERWeb and Augusta Tech Mail. BANNERWeb gives you access to your personal and academic information via the Internet. Through BannerWeb, you can register for classes, view grades, transcripts, account balances, financial aid information, and much more. August Tech Mail is the official method of communication from Augusta Technical College to you. Check often for important emails and campus announcements!

```
My Augusta Tech Email:
_____@smartweb.augustatech.edu

My Password: 900# _____
```

First Time using the Smartweb portal?

- Visit **www.augustatech.edu** and click SMARTWeb.
- Select the BANNERWEB tab, at the top of the page.
- Enter your Augusta Tech e-mail and password, and click sign in.
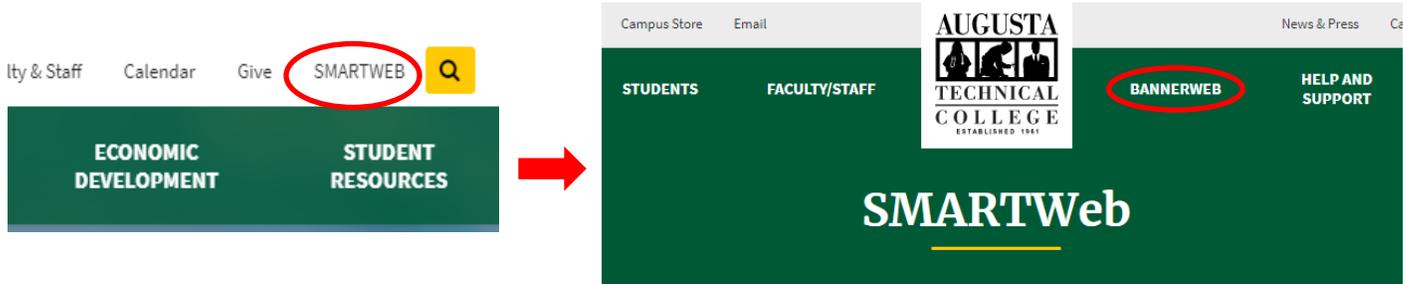
The first time you log in, you will be prompted to set up your multi-factor authentication. Review the following links before proceeding:

- Okta Multi-Factor Authentication Setup Guide
- First Steps after Signing into Okta

Trouble logging in? Please contact the IT Help Desk by phone at 706.771.4864, by email at augtech_it_helpdesk@augustatech.edu, or by submitting the IT Help Desk Request Form.

How to Register for Classes:

(Before you register for classes each semester, contact your advisor so you know what classes you need!)

- Click *SMARTWeb*. To access *BANNERWeb*, click the *BANNERWeb* Tab.
- You will then be prompted to sign-in using your Augusta Tech email address and password.
- Select *Student Services & Financial Aid.*
- Select *Registration.*
- Click *Add/Drop Class.*
- Verify mailing address and phone number and click **Continue with registration.**
- **Authorize Financial Aid** and click **Continue with registration.** *Note: Eligible students may authorize their HOPE and/or Pell Award to pay tuition and all applicable fees; if you do not click to authorize, your aid will not pay your tuition and fees.*
- Select the appropriate **Term.**
- Click **Class Search.**
- Click **Advanced Search** to search for classes.
- Click your **subject,** type in **course number** (optional)**,** and select your **desired campus/location.**
- Click **Section Search** to view list of courses.
- Look for classes with available space, and to select the class(es) you wish to enroll in.
- **Click the checkbox** beside the class(es) you want to register for.
- Click **Register.**
- **Repeat these steps for each course.**

How to View or Print Your Schedule

- Select **Student Services & Financial Aid.**
- Click **Registration.**
- Click **Print Schedule.**
- Select the appropriate **Term.**
- Click **Submit** to view your schedule.
- **Right click** and select **Print** to print your schedule.

How to View or Print Your Student Account Summary (Bill/Receipt)

- Select **Student Services & Financial Aid**
- Click **Financial Aid**
- Click **My Award Information**
- Click **View Account Detail by Term** to view your tuition and fee charges and financial aid (if applicable).
- **Right click** and select **Print** to print your bill/receipt.

NOTE: IF YOU SEE A BLANK PAGE WHEN YOU CLICK MY AWARD INFORMATION, YOU CAN STILL ACCESS YOUR ACCOUNT SUMMARY! Click STUDENT SERVICES & FINANCIAL AID, click STUDENT RECORDS, and click ACCOUNT SUMMARY BY TERM.