Instructions *for* Navigating Online Registration

1) Visit Banweb at **https://banweb.nmt.edu**.

2) Login by clicking **ENTER SECURE AREA**. Words that are like **THIS** in this document are links or buttons that you can click when you are in or at Banweb.

3) Enter your User ID (Student ID Number starting with 900) and your eight character PIN (not your APIN). If you don't know your eight character PIN, please contact the Registrar's Office.

    a. Once you successfully login you may be asked to change your PIN. You will also be asked to create a security question.

    b. **If you get locked out of Banweb, which can happen if you enter your PIN incorrectly three times,** then you must call the Registrar's Office (575.835.5133). Also, after 30 minutes of no activity, you will automatically be logged off of the Banweb.

4) Click **LOGIN**

5) Click **STUDENT AND FINANCIAL AID**

6) Click **REGISTRATION**

7) Click **ADD/DROP CLASSES**

8) Select the appropriate term and click **SUBMIT**

9) Enter your Alternate PIN (APIN – more information below) and click **SUBMIT**

    a. **You receive a new APIN from your advisor every semester -- the APIN acts as your advisor's approval of the courses you are taking.**

10) Enter Course Reference Number(s) (CRN)

    1. You can find the CRNs on the **CLASS SCHEDULE** (**https://banweb.nmt.edu**). The list contains the CRN, subject, course number, section, credits, title, meeting days and times, meeting locations, and instructor.
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11) Click ***SUBMIT CHANGES***

12) It should display that you are registered; however you can verify that you are registered by clicking:

   a. ***STUDENT AND FINANCIAL AID***

   b. ***REGISTRATION***

   c. ***STUDENT DETAIL SCHEDULE***

13) Once you have verified your registration you can view your account balance and make a payment by clicking:

   a. ***PERSONAL INFORMATION***

      1. ***ACCOUNT SUMMARY BY TERM*** (This allows you to view your balance broken down by semester).

      2. ***MAKE AN ONLINE PAYMENT*** (This allows you to make a payment).

If you encounter any problems using Banweb to register for classes
please contact the Registrar's Office.
575.835.5133
registrar@admin.nmt.edu