

How to Find Your Schedule in Banner

1. Log In to Banner Self-Serve

NOTICE: The first time you **enter** Banner Self-Service you will be prompted to enter a new PIN.

Your Initial Login:

- Go to www.nicholls.edu
 - Under Current Students, click on Banner Self-Serve.
 - Click on **Enter Secure Area**.
 - **User ID:** Continuing Nicholls students can login using their social security number or Nicholls 800 number. New students will login with their social security number.
 - **PIN:** Continuing Nicholls students and new students will enter their date of birth upon their initial login to Banner. The format is *mmdyy*. Example, January 1, 1990 would be 010190.
 - Click **Login**
 - You will be prompted to enter a secure question and answer.
 - Then the system will require you to change your PIN before going forward.
 - Once you login successfully, please note your new Nicholls student identification number. The N number will appear at the top right corner of your computer screen. This number can be used in place of your social security number. When using your N number to log in, please remember the N must always be capitalized.
 - NOTE: Students **will not** be able to receive their PIN from either the Office of Records and Registration or their academic advisor as the PIN is masked for security purposes.
2. Click on **Student**.
 3. Click on **Registration**.
 4. Click on **Concise Student Schedule and Course Materials**.
 5. Choose the correct term.
 6. This is your official schedule.
 7. If you scroll down, you may click on **Go to Bookstore**. This will bring you to a page with a list of books that you will need for your particular courses.