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 *mmddyy*. 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.