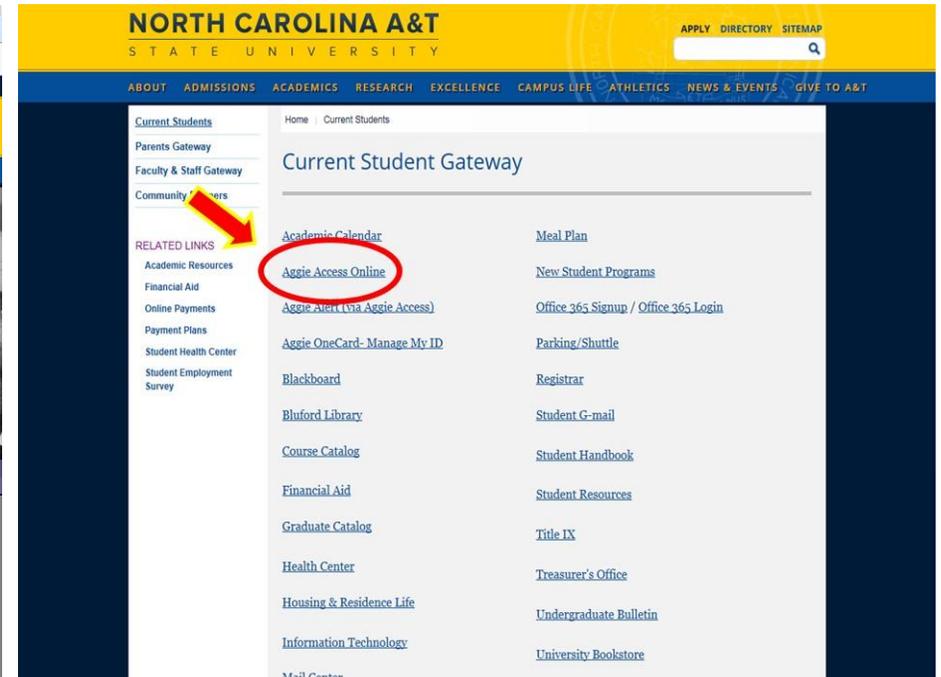


Navigating Aggie Access Online

Step 1

To begin your Aggie Online journey, open www.ncat.edu. Under **CURRENT STUDENT**, click the **Aggie Access Online** link.



For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

Step 2

On the next page, click the 'ENTER SECURE AREA' line.



- Enter Secure Area
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Alumni and Friends

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For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

Step 3

You are now on the user login screen. Enter your User ID (Banner ID) and PIN number. Click the LOGIN button. **(1st Time Login ONLY)** When you login to Banner for the 1st time, Banner informs you that your PIN has expired. It requires you to re-enter your old PIN number and enter a new PIN number, and re-enter the new PIN number. Select LOGIN The system will require you to type in a 'SECURITY QUESTION AND ANSWER' DO NOT create a security question with an obvious answer. For example – “What is my birth date? Click SUBMIT.

NORTH CAROLINA A&T
STATE UNIVERSITY

HELP EXIT

User Login

Please enter your Banner Identification Number (950#) and your 6 digit Personal Identification Number (PIN). When finished, click Login.
Multiple failures to enter your correct ID and/or PIN will result in your account being disabled! This will occur on your 3rd attempt.
When you are finished, please Exit and close your browser to protect your privacy.

[First Time Alumni and Donors can create an account here](#)

[Click here for important information regarding -> Dual Enrollment in On-line and On-Campus courses charges!](#)

[Click here for important information regarding -> Electronic Billing \(E-Bill\)!](#)

[Click here for important information regarding -> Requesting Book Allowances/Parking Vouchers Online!](#)

[Click here for important information regarding -> Refund Schedule for Spring 2016](#)

Security Agreement: The User ID and PIN assigned to me are for my use ONLY and will not be disclosed to anyone else. By accessing this system, I agree to abide by the University's Computing and Network Usage Policy (<http://www.ncat.edu/divisions/doit/policy/>) and not perform an illegal or unauthorized activity(s) that would violate state and/or federal laws, nor University policies. I will not disclose in verbal, electronic, or in printed format information that I am not authorized to do so.

User ID:

PIN:

Login Forgot PIN?

For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

Step 4

On the next screen, select the STUDENT & FINANCIAL AID' link.

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information **Alumni and Friends** **Student** **Financial Aid** **Employee**

Search

[RETURN TO HOMEPAGE](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Personal Information
Update addresses, contact information; review marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate with former advisors, job posting, online giving, volunteer.

Student
Register for classes, View your academic records.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[WebCT.com, The e-Learning Hub](#)
Find online help, research tools, discussions, and more!

[Aggie Alert Registration](#)

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For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

Step 5

Select REGISTRATION. We recommend that you check your registration status before Proceeding.

The screenshot shows the top navigation bar of the Aggie Access Online portal. The header includes the North Carolina A&T State University logo and name. Below the header are navigation tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', and 'Employee'. A search bar is located below the tabs, and a 'Go' button is next to it. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The 'Student' tab is selected and highlighted. Below the tabs, the 'Student' menu is displayed, with the 'Registration' option circled in red and a red arrow pointing to it. The 'Registration' option includes the text 'Check your registration status; Add or drop classes; Display your class schedule.' Other options in the menu include 'Student Records', 'Student Account', and 'Reverse Transfer(RT) Program'. At the bottom of the page, the text 'RELEASE: 8.7' and '© 2016 Ellucian Company L.P. and its affiliates.' is visible.

For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

Step 6

Select 'SELECT TERM'.



NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Registration

- Select Term
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Concise Student Schedule

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For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

Step 7

From the drop down box, select the term you are registering.

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STATE UNIVERSITY

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Select Term

Select a Term:

Submit

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For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

Step 8

This registration form is the place to drop/add classes using the CRN (Course Reference Number)

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Registration

- Select Term
- Add or Drop Classes**
- Look Up Classes
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For more information, visit the [Registration Resources page](#).

Navigating Aggie Access Online

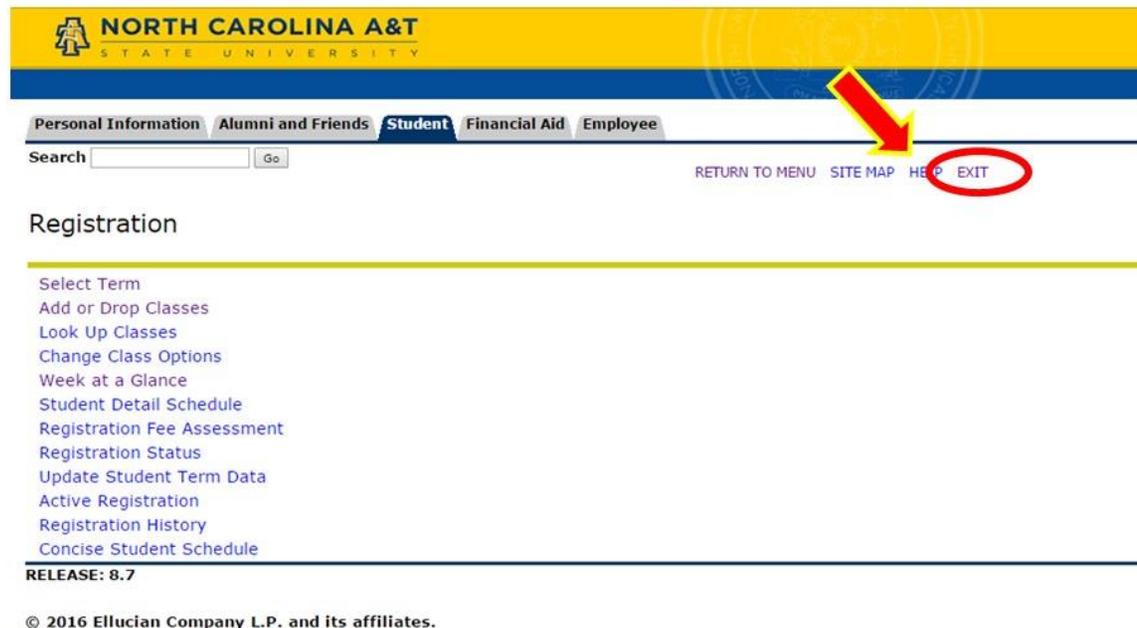
DROP/ADD Classes

Use the ADD CLASS SECTION WORKSHEET to register for classes by entering the CRN (Course Reference Number). To drop a class, select the DROP action in the ACTION FIELD When DROP/ADD is complete, click the SUBMIT button. Once submitted, the only confirmation you will get will be a refreshed updated screen.

A common error in using the ADD CLASS dialog box is in the use of COURSE ID's. (Example: 10024 PHYS 225 001 College Physics I; the CRN is the five (5) digit number on the left. To see your schedule with times and rooms, select 'STUDENT SCHEDULE'

Very Important:

Be sure to log off of Web for Students by selecting the 'EXIT' button in the upper right hand corner of the page. If you just walk away, or use the back browser button, the session will still be live. PROTECT YOURSELF and LOG OFF.



NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

RETURN TO MENU SITE MAP **HELP** EXIT

Registration

- Select Term
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Concise Student Schedule

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For more information, visit the [Registration Resources page](#).