

# **Banner Quick Reference Guide for Students**

## **How to Login**

1. Go to [www.drakestate.edu](http://www.drakestate.edu)
2. Click on “Online Services” (bottom right hand corner of page)
3. Select Banner Self Service Login
4. Select “Login to My Drake State”
5. Sign in with “D” number and PIN (If this is your first time logging in, your password is your date of birth (MMDDYY))

## **How To Register For a Class**

1. Click Student
2. Click Registration
3. Click Look Up Classes
4. Select Term
5. Click Submit
6. Click Advanced Search
7. Select Class Subject
8. Click Section Search
9. Select the box of desired class
10. Click Register

## **How to Drop a Class**

1. Click Student
2. Select Registration
3. Click Add or Drop Class
4. Select Term
5. Select Action (web drop or web withdrawn course)
6. Click Submit Changes

## **How to View/Print your class schedule**

1. Click Student
2. Click Registration
3. Click Student Detail Schedule
4. Select Term
5. Select File and Print