GWINNETT
TECHNICAL COLLEGE
LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

Web Registration Instructions

1 Access website: **login.GwinnettTech.edu** or through Dashboard at **GwinnettTech.edu/dashboard**

2 Login first and select **Banner Student. Login through the single sign-on page:**
Username: FLLLLLLXXXX (F = First Initial, L=first 6 of last name, XXXX=last four digits of student 900 number). *Example: My name is Sam Johnson 900001234. The username is sjohnso1234@student.gwinnettTech.edu.* Default password is gtc + your 6-digit birthday (gtcmmddyy). *Example: Johnson's birthday is 1/1/2000 and his password would be gtc010100.*

3 Select **Student Services & Financial Aid**

4 Select **Registration**

5 Select **Register for Classes**

6 Highlight the appropriate subject in the scroll down box. *For example, if you are looking for ENGL 1101, you will highlight English.*

7 Click on **Section Search**. Choose the desired course by clicking the check box in the left hand column.

> **Pay attention to the date column – full semester or half-semester**
> **Term A:** full-term, 16-week course, August-December or January-May
> **Term B**: first 8 weeks, August-September or January-February
> **Term C:** second 8 weeks, October-December or March-May
>
> **Pay attention to the CMP column for campus location**
> **1:** represents courses offered at Gwinnett Tech's Lawrenceville campus
> **NF:** represents courses offered at Gwinnett Tech's Alpharetta-North Fulton campus

8 Click **Register**

9 **View the classes you added.**
- Make changes if necessary using the pull down action block then make sure to click on the **Submit Changes** button.
- Refer to the **What Ifs** regarding error messages

10 Click **Registration** button at top left corner to return to **Registration Menu** to add more classes.

11 Scroll down to and open **Registration Fee Assessment** to pay and view Student Detail Schedule.
- Pay by credit card online or in person by the deadline indicated
- Select **Student Detail Schedule** from the link at the bottom of the Fee Assessment screen
- Print your schedule from this screen

12 Verify your address, phone number, and email on the personal information screen
- Submit changes as necessary using the Update Address(es) and Phone(s) link
- All students are assigned Gwinnett Tech email accounts within one business day of applying.
- You may view your email address in the **Personal Information** section.

13 *Problems?* Contact the Student Help Desk at **770-962-7580** or email **StuHelpDesk@GwinnettTech.edu**.