



Christian Brothers University

GRADUATE ENGINEERING PROGRAMS

Welcome to the CBU Graduate Engineering Program! The following pages will help you setup your accounts for computer applications that you will need while in the Graduate Engineering Program. The first step is to setup your account in BANNER. After you complete this setup, you will be able to setup your email account, WebCT account, register for courses, view your tuition balance, pay tuition, and view your transcript. If you have any questions or concerns, contact Bethany King Robinson at 901-321-3282 or at bkrobins@cbu.edu.

How to setup BANNER:

Enter "<http://www.cbu.edu>" into a browser.

Click "Current Students" on the right side of the page.

Click "Banner Web" at the bottom of the page.

Enter your Banner ID (899.....) into the text box labeled "User ID".

Enter your temporary PIN into the text box labeled "PIN". (For your first time logging in, use your birthday MMDDYY)

Enter your security question and the correct response.

Now that you are officially in BANNER, you can do many things such as registration, view transcripts, view your account, and pay tuition.

How to Pay your tuition:

- Go to www.cbu.edu

-Select Current Students

-Select Banner Web at the bottom of the screen

-Login using your 899# (User Id) and your PIN. If this is your first time logging in, try using your birth date (mmddy) as your PIN. If this does not work, select Forgot PIN and follow the steps presented. If you still have problems with your PIN, call Bethany King Robinson at 901-321-3282.

-Once you are logged in, select Student Services.

-Select "Student Accounts" :

To see your account balance:

-Select Account Summary by Term

To make a payment by credit card:

-Select "Pay Tuition Fees by Credit Card"

How to setup Email and WebCT:

(Note: Your WebCT id and password will be the same as your email user id and password)

-Click "Personal Information" on the top menu.

-Click "View E-mail Address(es).

The email address that ends with @cbu.edu is your CBU email address.

The portion of the email address before the @ symbol is your username.

Log out of Banner Web by clicking on "Exit" on the far right side of the page.

-Wait a day

-Either

Enter "<http://my.cbu.edu>" into a browser.

Click on "Change Your myCBU Password" on the right side of the screen

or

Enter "<https://imap.cbu.edu>" into a browser.

-Choose On-line Password Reset

-Enter Banner ID

-Enter Birth date (This time it requires a four digit year)

-Enter SSN if you have one. If not, leave it blank.

-Answer the security question you set up yesterday in Banner Web..

-Enter the new password twice.

-The password is reset. The username and email address associated with this password was determined yesterday.

-You can change your security/challenge question/response at a later time or add one or two more questions by:

-Either

Enter "<http://my.cbu.edu>" into a browser.

Click on "Change Your myCBU Password" on the right side of the screen

or

Enter "<https://imap.cbu.edu>" into a browser.

-Choose the option "Update Challenge Questions"

-Enter your CBU username

-Enter your Password

The University will send emails to your official CBU email address. If you do not plan to check your CBU email often, consider forwarding your CBU email to an email address that you check daily. You do not want to miss important announcements (including class related information). Follow these directions to forward your CBU email.

How to Forward your CBU email to another email address:

1) Go to <https://imap.cbu.edu/index.html>

2) Select Change Email Forwarding Options link

3) Login using your CBU email id and password

4) Type your preferred email address in the Forward To box. If you want your CBU email to go to more than one email address, separate the email addresses by a comma. Be sure to check Copy to Self check box, if you would like a copy of the email to still go to your CBU email account.

How to Access Student Transcript Online:

- From the CBU home page, select "Current Students" on the right
- Next, select "Banner Web" at the bottom of the screen
- You should now see a "User Login" screen (may have to select the "Continue..." link)
- Enter your Student ID number in the "User Id" field
- Then enter your PIN, if you have forgotten your PIN, click on "Forgot PIN"
- Once you are in the system, click on "Student Services"
- Then click on "Student Records"
- Next, click on "Academic Transcript"

How to Register for Courses in BANNER:

1. Go to www.cbu.edu
2. Click on "Current Students"
3. Click on "Banner Web" at the bottom of the screen
4. If it's the first time you are using Banner Web then your ID is your Student ID# (899...) and your PIN is your birth date (mmddyy)
5. You will need to reset your PIN. If you have problems accessing your account please contact Bethany King Robinson for assistance. (Note: If you have a security question set up, you can click on "Forgot PIN" to reset your PIN.) If you cannot get into BANNER Web, you will need to use a computer at home or on campus. Some companies have fire walls that prohibit access to BANNER Web.
6. Click on "Student Services"
7. Click on "Registration"
8. Click on "Select a Term" (example: Fall 2008)
9. Click on "Submit"
10. Click on "Add/Drop Classes"
11. You will be asked for an "Alternate PIN". You can get this Alternate PIN by clicking on "here" of the sentence: "If you are a day student who has already registered for at least one class this term or in a different program you can find your Alternate PIN number here." You can copy and paste the Alternate PIN into the appropriate box to continue. If you experience any problems at this point, contact Bethany King Robinson at bkrobins@cbu.edu or by phone.
12. You need the CRN number for the classes and you can get that number from the online schedule at https://viviane.cbu.edu/pls/INTJ/schedule.P_Choose .
13. Enter a CRN number for each class that you wish to take in a specific term. Then you will hit "submit changes" to ensure you get registered for your selections. (Make sure that you review the screen for details regarding your registration. If you did not get your selection the screen will indicate so.)
14. If you wish to drop a course, you should select the "action" box within the form view mentioned in #13. Again, you will need to "submit changes" for the action to take place and then view the screen to make sure your changes are there.
15. If you have a "Registration Error" that shows on the screen it will give details regarding the type of error. If you have any questions about the error, contact Bethany King Robinson.
16. To view a confirmation of your registration, follow steps 1 through 6 above, then click on "student detail schedule".