Navigating Self-Service Banner

Creating Your Self-Service Banner Student Account

Please set up your Banner Self-Service account before meeting with a counselor for registration assistance.

- Register/Add/Drop Classes
- Check Class Availability and Fees
- Choose Pass/No Pass Options and Prerequisites
- Search for classes by time, day, part of term, method of instruction
- View and print your semester schedule
- View your financial account and pay your bill with a credit card.
- View and print grades and unofficial transcripts
- Update personal information

New students must file an application 72 hours prior to registering.

If you have already received your nine digit “G-Number” (ID) and temporary PIN, start at step #3 (below).

1. Get Your “G” Number:
   Go to the Gavilan homepage (www.gavilan.edu). Click on the Self Service Banner icon.
   - Go to the Gavilan homepage (www.gavilan.edu). Click on the Self Service Banner icon.

2. Click the link that says Get Your Gavilan ID and PIN.
   a. Enter your name exactly as it appears on your school records.
   b. Enter your social security number.
   c. Enter your date of birth (mm/dd/yyyy)
   d. Click on Get Gavilan ID and PIN.
   e. Write down your ID (“G-number”). Write down your PIN. This is a temporary PIN. In the next step you will create your permanent PIN. If you are unable to access your Gavilan ID and PIN, call the help line at 408-848-4736, Mon-Thur, 9 am - 5 pm.
   f. Click on Close Browser Window. You will then return to the main menu.

3. From the main menu, click on Login to Gavilan Self-Service Banner and enter your ID number and temporary PIN.
   - You will then receive a message that your PIN has expired. Enter the old/temporary PIN number first, then choose a new six digit number that you will remember and enter it on the next two lines.

4. On the next screen, enter a security question. It should be something that has an answer that does not change and you will always know (for example, ‘What is my mother’s maiden name?’ or ‘What town was my sister born in?’). On the next line, enter the answer. Once you submit this question and answer, you will be welcomed to your personalized Banner account!

How to Register for Classes

Go to the Gavilan homepage (www.gavilan.edu). Click on the Self Service Banner icon.

1. Go to the Gavilan homepage (www.gavilan.edu). Click on the Self Service Banner icon.

2. Click on Login to Gavilan Self-Service Banner. Enter your “G” number and PIN. Click Login.

   Welcome to Gavilan Self-Service Banner (GavSSB)
   Please enter your Gavilan ID and your Personal Identification Number (PIN). When you have successfully logged into GavSSB, you will see your account balance and do not use special characters.
   User ID: 0000
   PIN: 000000
   Login
   Forgot PIN?

3. On the Main Menu page, select Student.

4. On the Student Menu page, select Registration.

5. On the Registration page, Click on Add or Drop Classes.

   Registration
   ETS students: All new ETS students need to go to Admissions before registering.
   Search for Classes
   View the current schedule of classes.
   Select Term
   Add or Drop Classes for the selected term.
   Add or Drop Classes
   View the current schedule of classes.

6. On the Registration Term page, select the term from the drop down list for which you will enroll (e.g. Spring 2010).

7. On the Registration page, select Add or Drop Classes.

8. On the Add or Drop Classes page, enter the CRNs of the courses you wish to register for and select Submit Changes.

9. If Status=“Web Registered” then you have successfully registered for the class(es).

   Add or Drop Classes
   To add a class, enter the Course Reference number in the Add Classes section. Then select Add and click Submit.
   Add Classes Worksheet
   CRN
   Subject
   Instructor
   Section
   Days
   Times
   Location
   Notes
   Student
   Current Schedule
   Status
   Action
   CRN
   Subject
   **Web Registered** on Nov 30, 2009

10. To pay for the class(es) you have registered for, go to the bottom of the page and select Registration Fee Assessment and you will see your account balance information and payment instructions.