



Hiram College
Web4 Student
Navigation and
Registration Guide

If you need assistance:

Contact Technical Support Services

By Phone: X5313

By Email: Helpdesk@hiram.edu

OR

Contact the Registrar's Office

By Phone: X5210

By Email: Registrar@hiram.edu

How to Enter Web4 Student

Step 1

Using a web browser, go to <http://home.hiram.edu>. On the right hand side under 'Students,' click the 'Web4 Students' link.



Step 2

Click on 'Enter Secure Area.' Enter your 9 digit 'User ID' and 6 digit 'PIN' and click 'Login.'



Logging into Banner for the First Time

If this is your first time logging into Web4 Student, you will be prompted to change your PIN. PIN's must be SIX numeric characters.



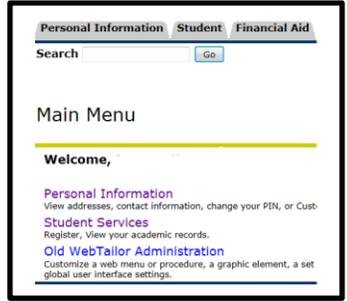
You will also be asked to enter a security question.



You may reset your PIN anytime by going to 'Personal Information,' then 'Change Pin.' Your Security Question may be used to reset your PIN.

Step 3

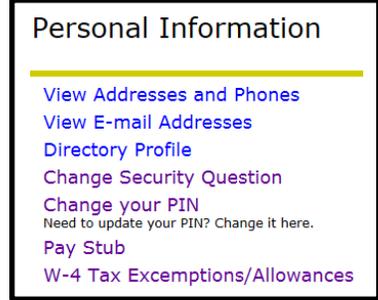
After you have successfully logged in, you will be brought to the 'Main Menu' from which you may choose 'Personal Information' or 'Student Services.'



Step 4

Selecting 'Personal Information' will provide the following options:

'View Addresses and Phones,' 'View Email Addresses,' 'Directory profile,' 'Change Security Questions,' 'Change your PIN,' 'Pay Stub,' and 'W-4 Tax Exemptions/ Allowances.'



See Reverse Side for:
HOW TO REGISTER FOR CLASS

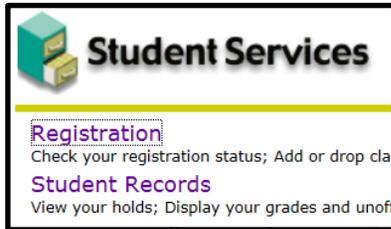
HOW TO REGISTER

Step 5

From the 'Main Menu,' click on 'Student Services.' The following options are available:

'Registration' and 'Student Records.'

To Register, click on 'REGISTRATION.'



Step 6

The 'Registration' menu includes the options listed below:

- [Select Term](#)
- [Add/Drop Classes](#)
- [Look-up Classes to Add](#)
- [Change Class Options](#)
- [Student Schedule by Day & Time](#)
- [Student Detail Schedule](#)
- [Check Your Registration Status](#)
- [Active Registrations](#)
- [Registration History](#)

Follow these steps to register or change your class schedule.

> Click on 'Select Term'; select the term for which you are registering, and then click 'Submit Term.'

> Click on 'Check your Registration Status.'

- If you have holds, click on 'View Holds' at the bottom of the screen. You must resolve the hold with the office in question before you can register.

- If your status permits registration, scroll to the top right of the screen and click on 'Return to Menu.'

> Click on 'ADD/DROP CLASSES.'

* During advising, you will receive a special "alternate" PIN. This Alt PIN is used for Registration purposes ONLY.

> Enter your Alternate PIN (Alt PIN); click on 'Submit Pin.'

> Follow instructions on screens. For each course, enter the CRN of the course, and then click on 'Submit Changes.'

> If you do not know the CRN of a class, click on 'Look up Classes to Add' located on the Registration menu or 'Class Search' the button located at the bottom of the Add/Drop Classes page.

Select appropriate information to search for the class you are looking for.

Scroll to the bottom and click 'Class Search.'

For a description of a course and any prerequisites, click on 'Class Schedule' on the registration Menu. Select a course and click on the CRN; this will connect you to the College catalog.

Follow the above steps for each course for which you are registering.

> After you have added your classes, scroll to the top right of the screen, click on 'Return to Menu,' and then click on 'Student Schedule by Day and Time' to make sure your schedule is correct.

If you want to make changes, click on 'ADD/DROP Classes' at the bottom of the screen.

To drop a course, click the drop down box under 'Action' on your schedule. Choose 'Web Drop,' then click 'Submit Changes.' To add a course, follow the previous steps for Adding/Dropping Classes.

Step 7

The 'Student Records' menu provides students the ability to 'View Holds,' 'View Midterm Grades,' 'View Final Grades,' 'View Unofficial Academic Transcript,' and 'View Catalog Course Descriptions.'

- [View Holds](#)
- [Midterm Grades](#)
- [Unofficial Final Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Course Catalog](#)

Upon completing registration, or to exit the Web site, follow these steps to protect the privacy of your information:

- Scroll to the top right of the screen, click on 'Exit'
- At the top left corner of your web browser, click on 'File' and click on 'Exit' from the choices given or click on the 'X' in the top left corner of your window.