



Okefenokee Technical College

Banner Web Instructions

Log in:

Go to QuickLinks and click the BannerWeb link
Click Enter Secure Area
Enter User ID and PIN *
Click Login

To View Final Grades

Click Student Services & Financial Aid
Click Student Records
Click Final Grades
Select Appropriate Term
Click Submit

To View Student Schedule

Click Student Services & Financial Aid
Click Registration
Click Student Detail Schedule
Select Appropriate Term
Click Submit

To View Address, Phone Number and Email

Click Personal Information
Click View Address(es) and Phone(s) or View E-mail Address(es)
Verify information is correct.

To Update Address, Phone Number

Click Personal Information
Click Update Address(es) and Phone(s)
To **update** an existing address, click the **link** next to the corresponding address.
To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.
Follow other directions provided as necessary.
NOTE: (Valid from date=current date Valid Until date=12/31/2099)
Click Submit

To Update E-Mail Address

Click Personal Information
Click Update E-Mail Address(es)
Follow other directions provided as necessary.
Click Submit

To Pay Online Using Credit/Debit Card

Click Student Services & Financial Aid
Click Registration
Click Pay Online
Follow Instructions for Payment

*If this is your first entry into Self-Service, your **User ID** is your Social Security Number or your ID Number. Your **PIN** is the two digit month, two digit day and two digit year of your birthday (MMDDYY). For example, if you were born on Feb.12, 1980, your PIN would be 021280. The system will ask you to enter a security question and answer and will require you to change your PIN. Choose a PIN you will remember, **THIS IS NOW YOUR PIN to use to log on**. The PIN must be six characters long and contain letters and numbers. If you forget your PIN, click on the Forget PIN? Button. You will be asked to answer your Security question and reset your PIN.

For help with BannerWeb, contact Banner Support at
bannerweb@okefenokeetech.edu
912.287.4837