

## Welcome to BannerWeb

### BannerWeb for Students

Miami University students may access BannerWeb to register, drop & add classes, check course schedule offerings, search for open classes, view or print personal class schedules, view or print fee bills, view or print end-of-term grades, and view or print Degree Audit Reports (DARs).

#### Logging into BannerWeb:

- Go to myMiami: <http://mymiami.muohio.edu>
- In the Login section on the left, please enter your UniqueID and MUnet password.
  - If you do not know your UniqueID, click the "Need Help?" link. There is a self-service tool here to tell you what your UniqueID is.
  - Your default MUnet password is the month and day of your birth and the last four digits of your Social Security Number in the format MMDDNNNN.
  - Click the Login button
- In the Quick Links section on the right, click the BannerWeb link.
- Click the Student Services and Financial Aid link

#### Logging out of BannerWeb:

- To protect your privacy, be sure to Exit BannerWeb close your browser, and log off the computer.

#### Review Miami's Course Schedule

- Go to myMiami: <http://mymiami.muohio.edu>
- In the Quick Links Section, click on Course List
- Select the appropriate Term, Campus and Subject
- Click Get Classes to display the list of classes

#### View/Print Up-to-date Miami-Middletown Course Schedule with Current Enrollment:

- Fall Schedule - <http://www.mid.muohio.edu/registration/fallschedule.pdf>
- Spring Schedule - <http://www.mid.muohio.edu/registration/springschedule.pdf>
- Summer Schedule - <http://www.mid.muohio.edu/registration/Summerschedule.pdf>

#### Use BannerWeb to Register for Classes:

- Log into BannerWeb
- Click on the Student Services and Financial Aid link
- Click on Registration
- Click on Registration/Change of Schedule
  - Select appropriate Term
  - Enter the Course Reference Number (CRN) for each course

Tip: If you do not know the CRN, click on Class Search to look up classes to add  
 -- Enter criteria  
 -- Click on Find Classes

- Click the Submit Changes button

#### View/Print Your Class Schedule

- Log into BannerWeb
- Click Student Services & Financial Aid link
- Click Registration
- Click Student Detail Schedule
- Select Term
- Click the printer icon at top of the browser page to print schedule

#### View/Print Your Grades:

- Login to BannerWeb
- Click Student Services & Financial Aid link
- Click Student Records
- Click Final Grades
- Select Term
- Select Display Grades

#### View/Print Your Account Summary:

- Login to BannerWeb
- Click Student Services & Financial Aid link
- Click Student Records
- Click Account Summary by Term

#### View/Print Your DAR:

- Will print a DAR for your declared major(s) only
- Log into BannerWeb
- Click Student Services & Financial Aid link
- Click Student Records
- Click DARSweb
- Click Submit an Audit
- Click Run Audit
- Click View Submitted Audits
- Click Refresh the List until DAR displays

Tip: Use the Menu button within BannerWeb; do not use the Browser's Back and Forward buttons.