

REGISTRATION TO NEW MEXICO TECH ONLINE COURSES

First time registration

You need a to obtain NMT student ID number which can be obtained using our Banweb System KCLICK <http://banweb7.nmt.edu> to enter Banweb for the first time and apply for Admissions

- Click on “Apply for Admissions”.

Then put your **To Apply for Admissions Online**

- cursor over and click on “First time user account creation”.
- Create a temporary User Login ID and 6 digit numeric Pin and file an application for admission online.
- You can apply to the NM Tech Graduate Program as a "Special Graduate" which is a non-degree seeking student, or as a Degree Seeking student.
- You will then receive an Acceptance Letter via the US mail from the Graduate Office that will include your new User Login ID which will start with a “9” that you will then use to log back in and will be able to register for classes online. If time is an issue, you may contact the Graduate Office to obtain your 900 number at 575-835-5513.

Returning student

If you are already admitted to NMT and have a Student Tech ID that starts with a “9”

- Click on “Enter Secure Area”
- Enter your User Identification Number (Student ID that starts with 900) and your Personal Identification Number (PIN). When finished, click *LOGIN*.

Instructions to Register Online

1. Visit Banweb online at <https://banweb.nmt.edu>
2. Login by clicking *ENTER SECURE AREA*. Words that are like *THIS* in this document are links or buttons that you can click when you are in Banweb.
3. Enter your User ID (Student ID that starts with 900) and your eight character PIN (not your APIN). If you do not know your eight character PIN, please contact the Registrar's Office at 575-835-5133.
 - a. Once you successfully login you may be asked to change your PIN. You will also be asked to create a security question.
 - b. If you get locked out of Banweb, which can happen if you enter your PIN incorrectly three times, then you must contact the Registrar's Office at 575-835-5133. You may also be logged out of Banweb if there is more than 30 minutes of no activity.
4. Click *LOGIN*
5. Click *STUDENT AND FINANCIAL AID*
6. Click *REGISTRATION*
7. Click *ADD/DROP CLASSES*
8. Select the appropriate term and click *SUBMIT*
9. Enter your Alternate PIN (*APIN*-more information below) and click *SUBMIT*
 - a. Students receive a new APIN from your advisor every semester. This APIN acts as your advisor's approval of the courses you are taking. If you registered as a "Special Graduate", your advisor will be the Dean of Students in the Graduate Office at 575-835-5513.
10. Enter Course Reference Number(s) (CRN)
 - a. The CRNs can be found on the *CLASS SCHEDULE* (<https://banweb.nmt.edu>). This

list contains the CRN, course number, title, credits, meeting days, times and locations, and instructor.

11. Click *SUBMIT CHANGES*
12. It should display that you are registered, however, you can also verify that you are registered by clicking:
 - a. *STUDENT AND FINANCIAL AID*
 - b. *REGISTRATION*
 - c. *STUDENT DETAIL SCHEDULE*
13. Once you have verified that you are registered, you can view your account balance and may a payment online by clicking:
 - a. *PERSONAL INFORMATION*
 1. *ACCOUNT SUMMARY BY TERM* (This allows you to view your balance broken down by semester).
 2. *MAKE AN ONLINE PAYMENT* (This allow you to make a payment).

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