



A unit of the Technical College System of Georgia



# Discover **WGTC's Self Service Banner Web**

[www.westgatech.edu/banner](http://www.westgatech.edu/banner)



# Table of Contents

What Is Self Service Banner Web? . . . . .	4
How Do I Access Self Service Banner Web? . . . . .	4
Email Username . . . . .	5
Email Access . . . . .	5
ANGEL Access . . . . .	5
Advisor Info . . . . .	6
Registration . . . . .	6
Drop/Add/Withdraw Procedures . . . . .	7
Printing Schedule . . . . .	7
Financial Aid Requirements . . . . .	8
Financial Aid Award . . . . .	8
Pell Grant Authorization . . . . .	9
Account Details . . . . .	9
Online Payments . . . . .	10
Checking Grades . . . . .	10



## What is Self Service Banner Web?

Self Service Banner Web is an online tool that allows you to manage your personal and academic information at West Georgia Technical College.

## Features for Students:

- ✓ View class schedules
- ✓ Register online
- ✓ Pay for classes online
- ✓ Add or drop a class
- ✓ Check fees for classes
- ✓ Obtain email user name
- ✓ Check your grades
- ✓ Request transcripts
- ✓ View holds
- ✓ Look up your financial aid eligibility
- ✓ Check your financial aid award information

## How do I Access Self Service Banner Web?

Self Service Banner Web can be accessed online at [www.westgatech.edu/banner](http://www.westgatech.edu/banner). Your Student ID number will serve as your User ID, and your PIN is your six digit date of birth (MMDDYY). You will be required to change your PIN upon successful login to a six digit pin number and enter a security question and answer.



## What Is My Email Username?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)  
(First time users may wish to review the 'First-Time User' Tutorial listed under login)
- Select Personal Information
- Select 'View Email Address' (available 24 hours after registration)
- Make a note of your student email address. Your email user name is the information prior to the '@' sign. Example:  
[jdoe4@student.westgatech.edu](mailto:jdoe4@student.westgatech.edu). Your user name would be jdoe4.
- Exit Self Service Banner Web to close your session.

## How Do I Access Email?

- Go to [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Email Login
- Your Initial password is your 8 digit date of birth (MMDDYYYY).
- View Google Apps Quick Start Guide for further information.

## How Do I Access ANGEL?

- Go to [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Angel Online Learning Login
- Enter your username and password ('26\_' + student ID):
  - Username is 26\_9XXXXXXXXX
  - Password is 26\_9XXXXXXXXX

**For Questions and Support about Email or ANGEL,**  
submit a request at <http://onlinehelpdesk.westgatech.edu>



## Who is My Advisor?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Student Records
- Select View Student Information
- Select Term from drop down menu
- Your Primary Advisor will be listed at the bottom
- See the Faculty/Staff directory on the WGTC website for advisor's contact information.

## How Do I Register Online?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select 'Registration'
- Select Add/Drop/Withdraw Classes
- Select Term from drop down menu
- Choose Class Search option at the bottom of screen
- Choose the Subject, Enter in the Course Number (if known), and any other criteria that might apply (i.e. Campus, Part of Term, Days, etc.)
- Select Class Search
- Use the check boxes to indicate which classes you wish to add. If there is a "C" in place of the check box, the class is closed.
- Scroll to the bottom of the page and select Register
- Verify **\*\*Web Registered\*\*** in Status column of the Current Schedule. This will indicate that you have successfully registered for the course(s).

Please contact your advisor if you receive any errors during the registration process.



## How Do I Drop/Add/Withdraw From Classes?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select 'Registration'
- Select Add/Drop/Withdraw Classes
- Select Term from drop down menu and Submit
- If . . .
  - Dropping, Select Action and choose Drop/Delete web.  
*(This can only be done during the Drop/Add Period at the beginning of the term.)*
  - Withdrawing, Select Action and choose Withdraw. *This can only be done prior to the midpoint of the term.*
  - Adding, Under the Add Classes worksheet heading enter the CRN# for each class you wish to add. *(This can only be done during the Drop/Add Period at the beginning of the term.)*
- Submit Changes

## How Do I Print My Schedule?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Registration
- Select Student Detail Schedule
- Select Term from drop down menu and Submit
- Print this page for a copy of your class schedule



## What Is My Financial Aid Requirements?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Financial Aid
- Select My Eligibility
- Select Student Requirements
- Select Aid year and Submit
- Check the screen for any outstanding requirements. If you have outstanding requirements simply select the required forms to print and submit to the Financial Aid Office.
- After you submit all the required documentation to the Financial Aid Office it will be reviewed and verified.
- Once the verification process is complete you will be notified.

## Have I Been Awarded Financial Aid?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Financial Aid
- Select My Award Information
- Select Award by Aid Year
- Select Aid Year and Submit
- You are now viewing a printable Financial Aid Award Package Letter by Aid Year. For any questions concerning your Financial Aid, please contact the Financial Aid Office.



## How Do I Authorize My Pell Grant?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Financial Aid Student Authorization
- Authorize Pell Grant
- Select “I Authorize This Transaction”

\*This is a one-time only process

## How Do I View Account Details?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Student Records
- Select Account Detail by Term
- Select Term and Submit
- Refer to the Pay Online screen to view actual amount due.



## How Do I Pay Online?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Student Records
- Select Pay Online
- Select Term for Payment and Submit
- Enter the amount in the Payment Amount field
- Select your Method of Payment
- Enter your account information and Continue
- Verify the information entered is correct and Complete
- Print the next screen. It will serve as a receipt for this transaction.
- You will receive an email receipt at the address provided with your payment information.

## How Do I Check My Grades?

- Login to Self Service Banner Web at [www.westgatech.edu/banner](http://www.westgatech.edu/banner)
- Select Student Services & Financial Aid
- Select Student Records
- Select Final Grades
- Select Term from drop down menu and Submit

## Campus Info

### Adamson Square

401 Adamson Square  
Carrollton, GA 30117  
678.664.0400

### Carroll Campus

997 South Highway 16  
Carrollton, GA 30116  
770.836.6800

### Coweta Campus

160 Martin Luther King, Jr. Drive  
Newnan, GA 30263  
770.755.7440

### Douglas Campus

4600 Timber Ridge Drive  
Douglasville, GA 30135  
770.947.7200

### LaGrange Campus

1 College Circle  
LaGrange, GA 30240  
706.845.4323

### Murphy Campus

176 Murphy Campus Blvd.  
Waco, GA 30182  
770.537.6000

### Franklin Site

13107 GA Highway 34 East  
Franklin, GA 30217  
706.756.4696

### Greenville Site

Workforce Development Center  
17529 Roosevelt Highway  
Greenville, GA 30222  
706.672.3102



## West Georgia Technical College is a unit of the Technical College System of Georgia

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Equity (Title IX) Coordinator is V.P. of Student Affairs; ADA (Section 504) coordinator is V.P. of Administrative Services. Both are located at 401 Adamson Square, Carrollton, Ga. 30117. 678.664.0400.