

Registration Instructions

Banner Student System

1. Begin at www.lcc.edu and click on **Star Port** link
2. Log into Star Port using your TUID and Password
3. Click the “*desired semester*” **information** tab and then click **Register Here!**
4. Enter your TUID (all uppercase) and your banner pin. The **first time** logging in, your banner pin will be your date of birth in MMDDYY format. You will then set a permanent pin and make up a security question and corresponding answer.

*A note on navigation: do not use your browser’s “back” button from this point forward; instead use links on the page such as **Return to previous menu** or others to navigate through the system.*

5. Click **student**
6. Click **registration**
 - a. Click **1) verify address** and either **update** your address or, if your address is correct, select **Return to Registration Steps** to continue.
 - b. Click **2) select term**, choose appropriate term and click **submit**.
 - c. Click **3) add or drop classes**; then
 - i. either enter the CRN number(s) for the section(s) you wish to register for and click **submit changes** to register for class(es).
 - ii. or click the **class search** button to search for the appropriate class. Register for the desired section by checking the select box on the left, then scroll down and click **register** button.
7. Repeat step 6 c until satisfied with your schedule.
8. To view or print your class schedule from here
 - a. click **return to registration steps** link at the bottom of the page
 - b. click **4) student detail schedule**
 - c. view or print, as desired and click **Return to Registration Steps**
9. Click **5) registration fee assessment** to view your fees
10. Click **exit** to end your session and secure your account; do not use the x button on your browser’s window.

Note: If you wish to audit a course (e.g. not get a grade or credit for the course), complete the following steps:

- At the point of 6.c. above, click **Change Class Options (Audit/Grade)**. Using the drop down arrow choose desired grade mode. Click **submit**.