



# Christian Brothers University

## GRADUATE ENGINEERING PROGRAMS

Welcome to the CBU Graduate Engineering Program! The following pages will help you setup your accounts for computer applications that you will need while in the Graduate Engineering Program. The first step is to setup your account in BANNER. After you complete this setup, you will be able to setup your email account, Moodle account, register for courses, view your tuition balance, pay tuition, and view your transcript. If you have any questions or concerns, contact the Graduate Engineering Office at 901-321-3410 / 321-3283 or at [memp@cbu.edu](mailto:memp@cbu.edu).

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### **How to setup BANNER:**

Enter "<http://www.cbu.edu>" into a browser.

Click "Current Students" on the right side of the page.

Click "Banner Web" at the bottom of the page.

Enter your Banner ID (Number from CBU ID card) into the text box labeled "User ID".

Enter your temporary PIN into the text box labeled "PIN". (For your first time logging in, use the PIN that was mailed to your from the University.)

Enter your security question and the correct response.

Now that you are officially in BANNER, you can do many things such as registration, view transcripts, view your account, and pay tuition.

### **How to Pay your tuition:**

- Go to [www.cbu.edu](http://www.cbu.edu)

-Select Current Students

-Select Banner Web at the bottom of the screen

-Login using your number from CBU ID card and your PIN. If this is your first time logging in, use the PIN that was mailed to you from the University. If this does not work, select Forgot PIN and follow the steps presented. If you still have problems with your PIN, call the Graduate Engineering Office at 901-321-3410 or 321-3283.

-Once you are logged in, select Student Services.

-Select "Student Accounts" :

-Select "CashNet" (Pay Tuition and Fees by Credit Card)

-Click on whichever service you need: *Current Balance, Your Recent Payments, eRefund, Parent PINs, Your Bills or Saved Accounts* and follow instructions.

### **How to Finalize online:**

If you do not have a balance from a prior term and no holds are present on your account, follow this procedure to Finalize:

1. Login to Banner Web at [https://viviane.cbu.edu/pls/INTJ/twbkwbis.P\\_WWWLogin](https://viviane.cbu.edu/pls/INTJ/twbkwbis.P_WWWLogin)
2. Select "Student Services".
3. Select "Student Accounts".
4. Select "Graduate and Professional Studies Finalization".
5. Select the appropriate semester (e.g., Fall 2010).

### **How to setup Email and Moodle:**

*(Note: Your Moodle id and password will be the same as your email user id and password)*

- Enter "<http://www.cbu.edu>" into a browser.
- Click "Current Students" on the right side of the page.
- Click "Banner Web" at the bottom of the page.
- Enter your Banner ID ((Number from CBU ID card) into the text box labeled "User ID".
- Enter your PIN into the text box labeled "PIN". (For your first time logging in, use the PIN that was mailed to you from the University)
- Click "Personal Information" on the top menu.
- Click "View E-mail Address(es).

The email address that ends with @cbu.edu is your CBU email address.

The portion of the email address before the @ symbol is your username.

Log out of Banner Web by clicking on "Exit" on the far right side of the page.

*If your user name is not in BANNER, call the IT Help Desk at 901-321-4438 (or email at [help@cbu.edu](mailto:help@cbu.edu)) and ask them to generate a user name and temporary password for you.*

### **-Wait 24 hours**

Enter "<https://imap.cbu.edu>" into a browser.

-Select "Change your Active Directory Password" (enter user name and temporary password generated by CBU's Information Technology Department).

Go back to "<https://imap.cbu.edu>" into a browser.

-Select "Update Challenge Questions" (enter user name and temporary password generated by CBU's Information Technology Department). *If you have already set up challenge questions via BANNER, you can skip this step.*

Go back to "<https://imap.cbu.edu>" into a browser.

-Select "Change your password" (enter user name and temporary password generated by CBU's Information Technology Department).

*The University will send emails to your official CBU email address. If you do not plan to check your CBU email often, consider forwarding your CBU email to an email address that you check daily. You do not want to miss important announcements (including class related information). Follow these directions to forward your CBU email.*

### **How to Register for Courses in BANNER:**

1. Go to [www.cbu.edu](http://www.cbu.edu)
2. Click on "Current Students"
3. Click on "Banner Web" at the bottom of the screen
4. If it's the first time you are using Banner Web then your ID is your Student ID# ((Number from CBU ID card) and your PIN was mailed to you.
5. If you have problems accessing your account please contact the Graduate Engineering Office for assistance. (Note: If you have a security question set up, you can click on "Forgot PIN" to reset your PIN.) If you cannot get into BANNER Web, you will need touse a computer at home or on campus. Some companies have fire walls that prohibit access to BANNER Web.
6. Click on "Student Services"
7. Click on "Registration"
8. Click on "Select a Term" (example: Fall 2010)
9. Click on "Submit"
10. Click on "Add/Drop Classes"
11. You will be asked for an "Alternate PIN". You can get this Alternate PIN by clicking on "here" of the sentence: "If you are a day student who has already registered for at least one class this term or in a different program you can find your Alternate PIN number here." You can copy and paste the Alternate PIN into the appropriate box to continue. If you experience any problems at this point, contact the Graduate Engineering Office at [memp@cbu.edu](mailto:memp@cbu.edu) or by phone.
12. You need the CRN number for the classes and you can get that number from the online schedule at <https://viviane.cbu.edu/pls/INTJ/schedule.P.Choose> .
13. Enter a CRN number for each class that you wish to take in a specific term. Then you will hit "submit changes" to ensure you get registered for your selections. (Make sure that you review the screen for details regarding your registration. If you did not get your selection the screen will indicate so.)
14. If you wish to drop a course, you should select the "action" box within the form view mentioned in #13. Again, you will need to "submit changes" for the action to take place and then view the screen to make sure your changes are there.
15. If you have a "Registration Error" that shows on the screen it will give details regarding the type of error. If you have any questions about the error, contact the Graduate Engineering.
16. To view a confirmation of your registration, follow steps 1 through 6 above, then click on "student detail schedule".

### **How to Forward your CBU email to another email address:**

- 1) Go to <https://imap.cbu.edu/index.html>
- 2) Select Change Email Forwarding Options link
- 3) Login using your CBU email id and password
- 4) Type your preferred email address in the Forward To box. If you want your CBU email to go to more than one email address, separate the email addresses by a comma. Be sure to check Copy to Self check box, if you would like a copy of the email to still go to your CBU email account.

### **How to Access Your Student Transcript Online:**

- From the CBU home page, select "Current Students" on the right
- Next, select "Banner Web" at the bottom of the screen
- You should now see a "User Login" screen (may have to select the "Continue..." link)
- Enter your Student ID number in the "User Id" field
- Then enter your PIN, if you have forgotten your PIN, click on "Forgot PIN"
- Once you are in the system, click on "Student Services"
- Then click on "Student Records"
- Next, click on "Academic Transcript"

### **How to check your CBU email via Webmail:**

- Go to [www.cbu.edu](http://www.cbu.edu).
- From the CBU home page, select "webmail" in the upper right of the screen.
- Enter your user id in the "Name" field.
- Enter your password in the "Password" field.
- Select "Login" to view your email.