Alfred University

How To Instructions

Log into Banner Web by entering the secure area using your student ID and PIN.

To access this secure site enter your -

User ID: A00###### (9 char.) or your Social Security Number (no dashes)

PIN: Initial PIN is your date of birth in MMDDYY format (e.g. 041276) until you set a new one

Login button when ready

If you have forgotten your PIN - enter your Banner User ID before you select - Forgot Pin?

To protect your privacy, please Exit and close your session when finished.

Enter Secure Area
Campus Directory
Class Schedule
Course Catalog
Transfer Credit/Course Equivalencies
RELEASE: 8.9.2.1.E

User ID: A00123456
PIN: ••••

Login   Forgot PIN?

Choose the Student Services Tab then Student Records

Personal Information   Student Services

Search [   ] Go

Student Services

📁 **Registration**
Check your registration status, class schedule and add

📁 **Student Records**
View your holds, grades, transcript, degree evaluation,

Pick Application to Graduate

🎓 Application to Graduate

Select the term of your curriculum – Usually it will be the current term. – Click the submit button.

Curriculum Term Selection

💬 Select a term to determine curriculum for graduation application.

Select a Term: Spring 2023 ⌄

Submit

Alfred University

Select one curriculum for this graduation application and then click the continue button. If this major or minor are incorrect, please exit out and DO NOT CONTINUE and contact the Registrar's office (registrar@alfred.edu) or come to the office in Seidlin.

Select Curriculum
◉ **Current Program**
Master of Business Admin
Level:	Graduate
Program:	Master of Business Admin
College:	College of Business
Campus:	Alfred University
Major:	Healthcare Plan & Management

[Continue]

Select the date of your expected graduation (This is the date you earn your degree not the commencement date)

✱ indicates required field

Curriculum
Current Program
Master of Business Admin
Level:	Graduate
Program:	Master of Business Admin
College:	College of Business
Campus:	Alfred University
Major:	Healthcare Plan & Management

Select Graduation Date
Graduation Date:✱   [Date:Dec 30,2022 Term:Fall 2022 Year:2022-2023   ⌄]

[Continue]

Select your name then hit continue. You can make adjustments on the next screen.

Name
Name: Kathleen Louise Hillman

Current Diploma Name:

Select a Name for your Diploma
One of your Names:✱   [Current Name (Kathleen L. Hillman)   ⌄]

[Continue]

Alfred University

Chosen first names are allowed, but please note that many employers (or if planning on working overseas) will expect your diploma to match your other legal documents.

Name For Diploma

First Name:	Kathleen
Middle Name:	L.
Last Name:*	Hillman
Suffix:	

Continue

A Summary screen will appear. Please verify all information before hitting the submit request button. If you need to edit any of the information hit the back button.

Submit Request

You will see a confirmation letter appear on your screen.

If you have any questions, or need any assistance, please contact the registrar's office at registrar@alfred.edu, 607-871-2123, or coming to the office in Seidlin.