

## Lehigh University Online Course Registration: Step by Step Instructions

Please check on the Registrar's website for specific start and end dates for online course registration. <http://www.lehigh.edu/~inrgs/>

### INFORMATION NEEDED:

- **Lehigh ID #**  
(this is your social Security # or your 9-digit Lehigh #)  
(ie: 123-45-6789)
- **Lehigh user name and password**  
(ie: abc4 or def304)
- **Alternate PIN number**  
(Your ADVISOR issues this #)  
(ie: 123456)
- **Course Registration Numbers (CRN)**  
(This # is found under course listings)  
(ie: 110805)

Internet access to the portal at [portal.lehigh.edu](http://portal.lehigh.edu)

Lehigh ID #

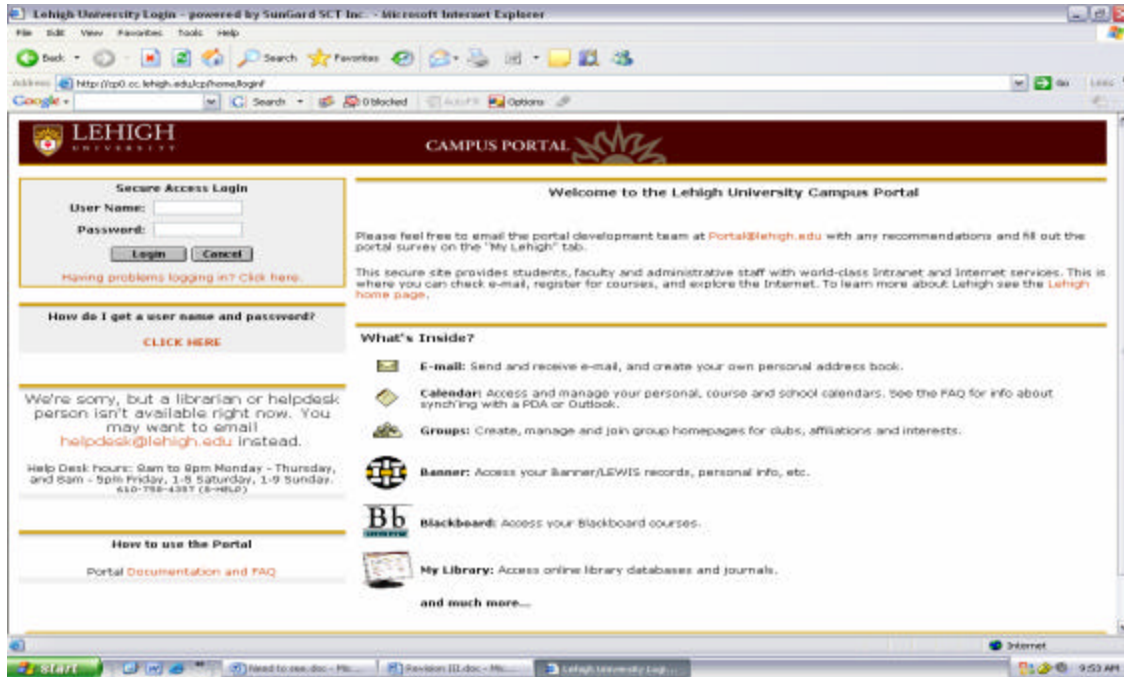
Lehigh user name

Lehigh user password

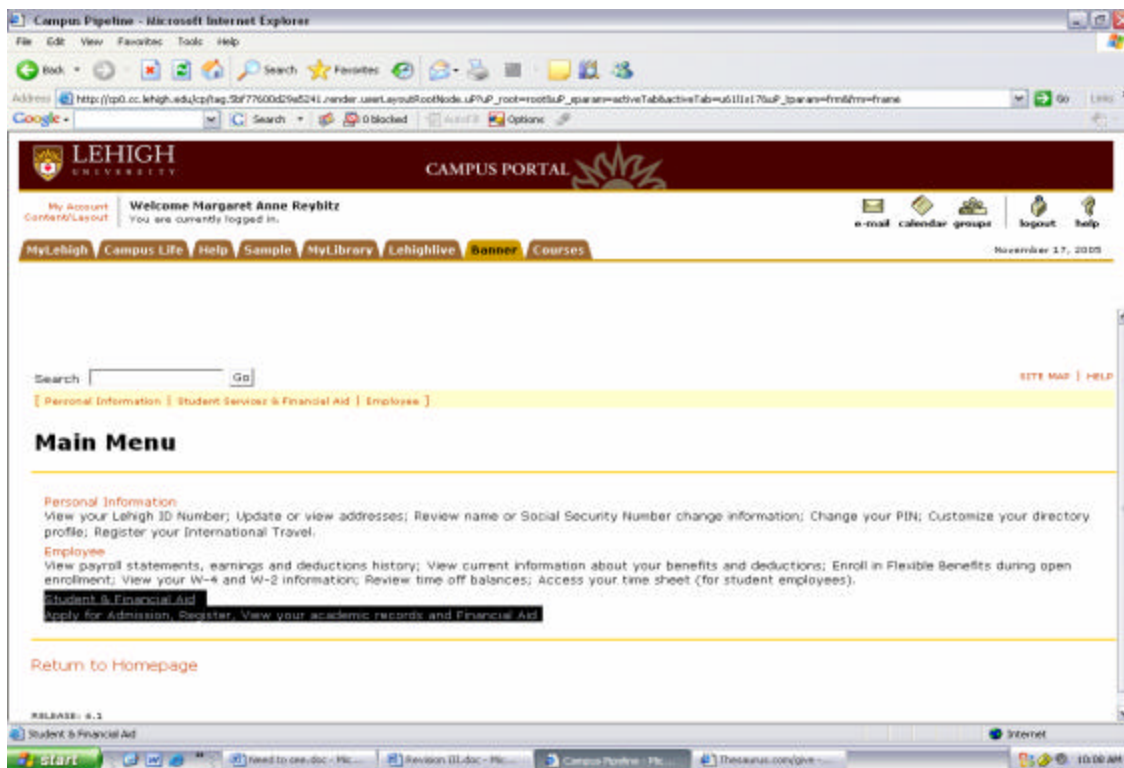
Alternate PIN

## ***STEPS FOR ON LINE COURSE REGISTRATION***

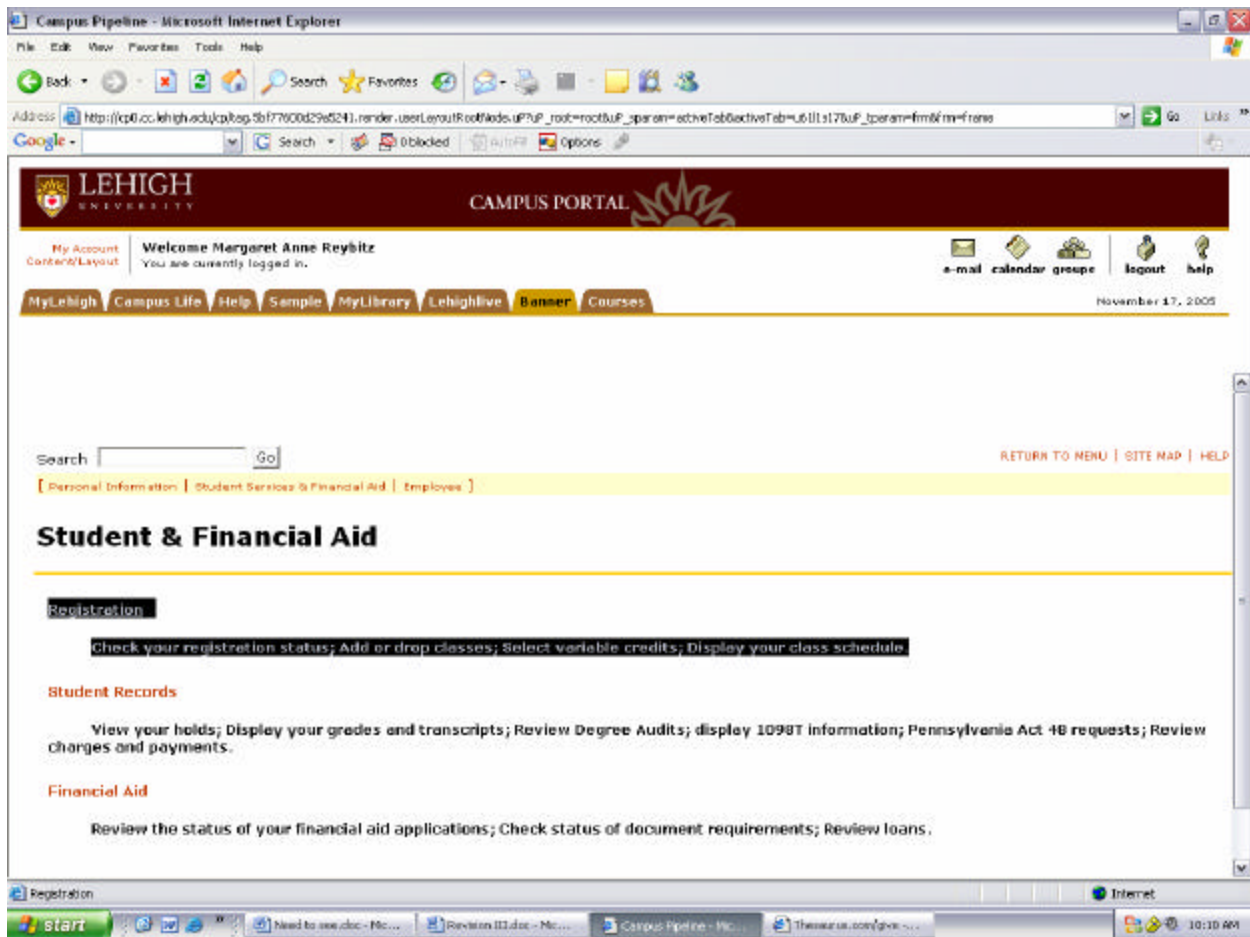
1. Go to Campus Portal (<http://portal.lehigh.edu>)



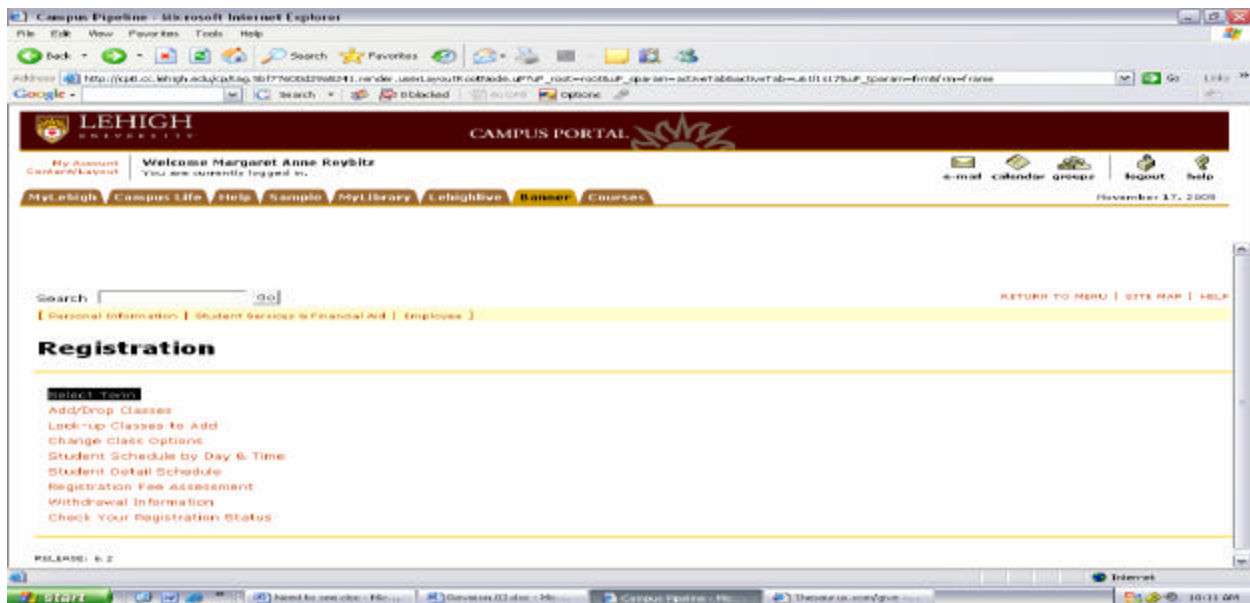
2. Use “**Secure Acces Login**” by typing in your Lehigh user name and password.
3. After login, click on the **BANNER** tab.



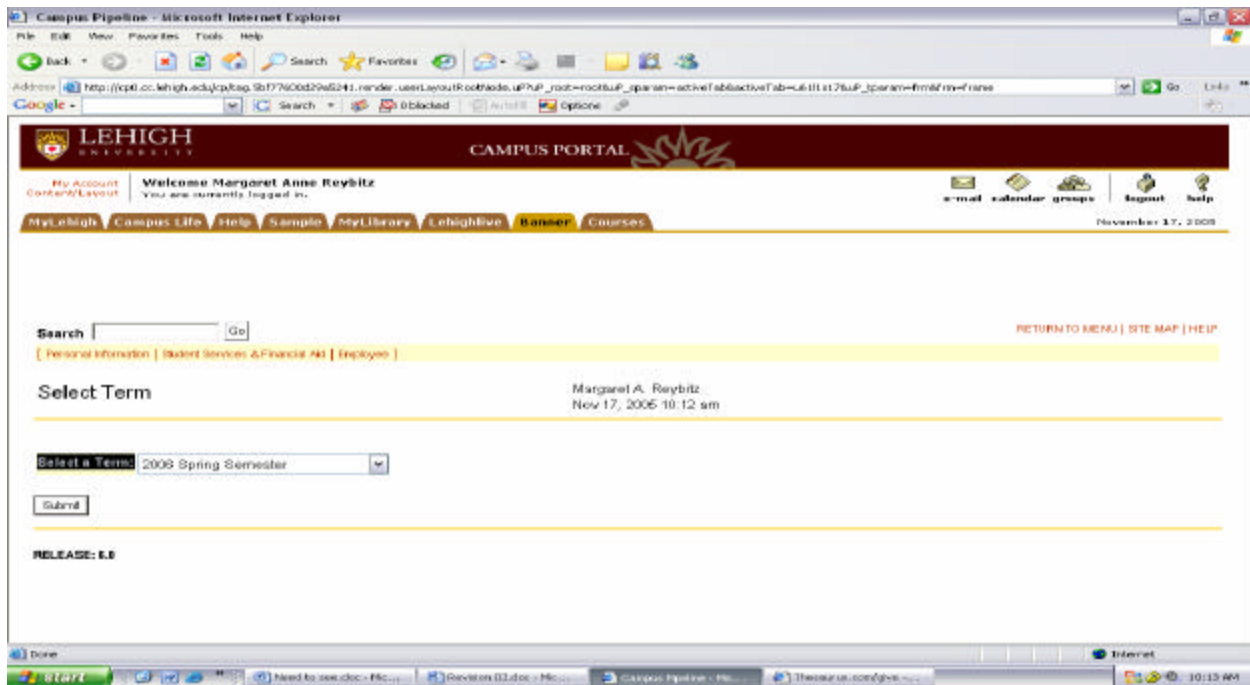
4. Click on **Student & Financial Aid** link.



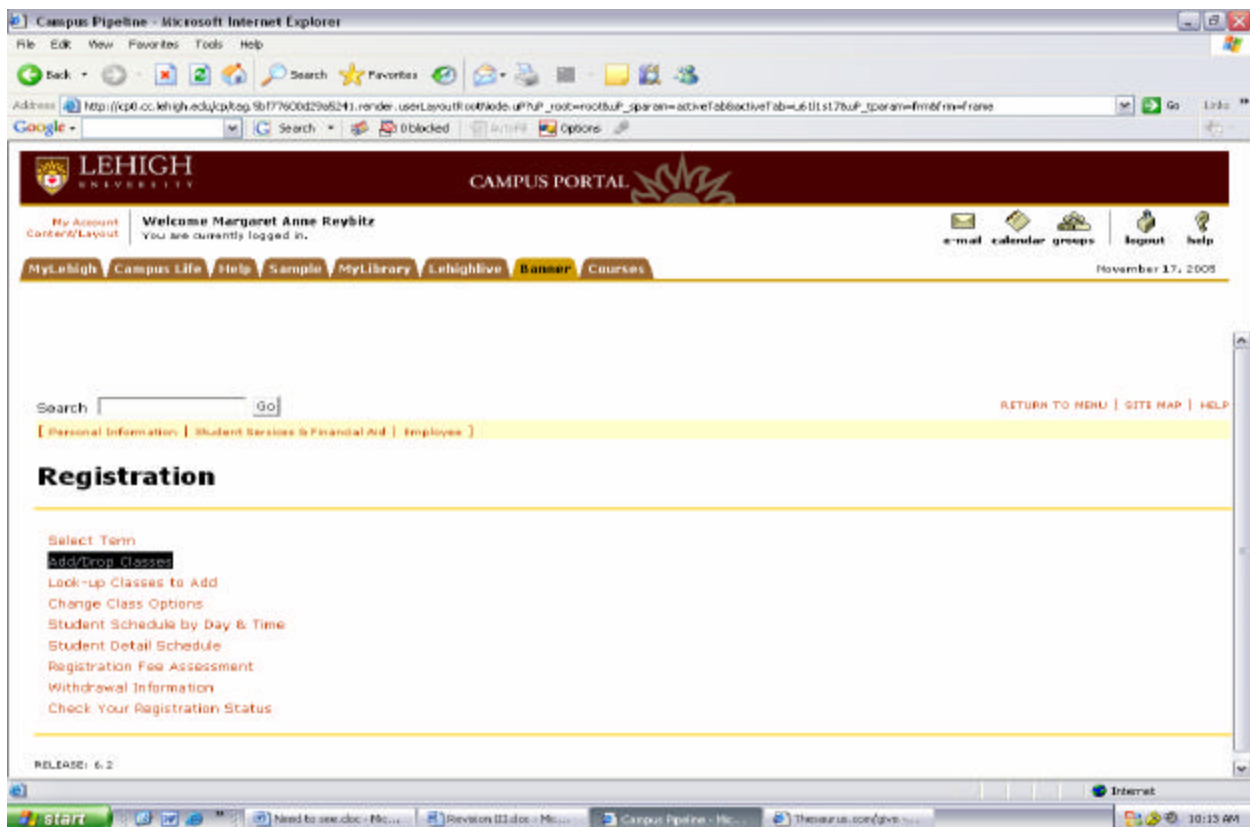
## 5. Click on [Registration](#).



## 6. Click on ["Select Term"](#).



## 7. Click on “Add/Drop Classes”.

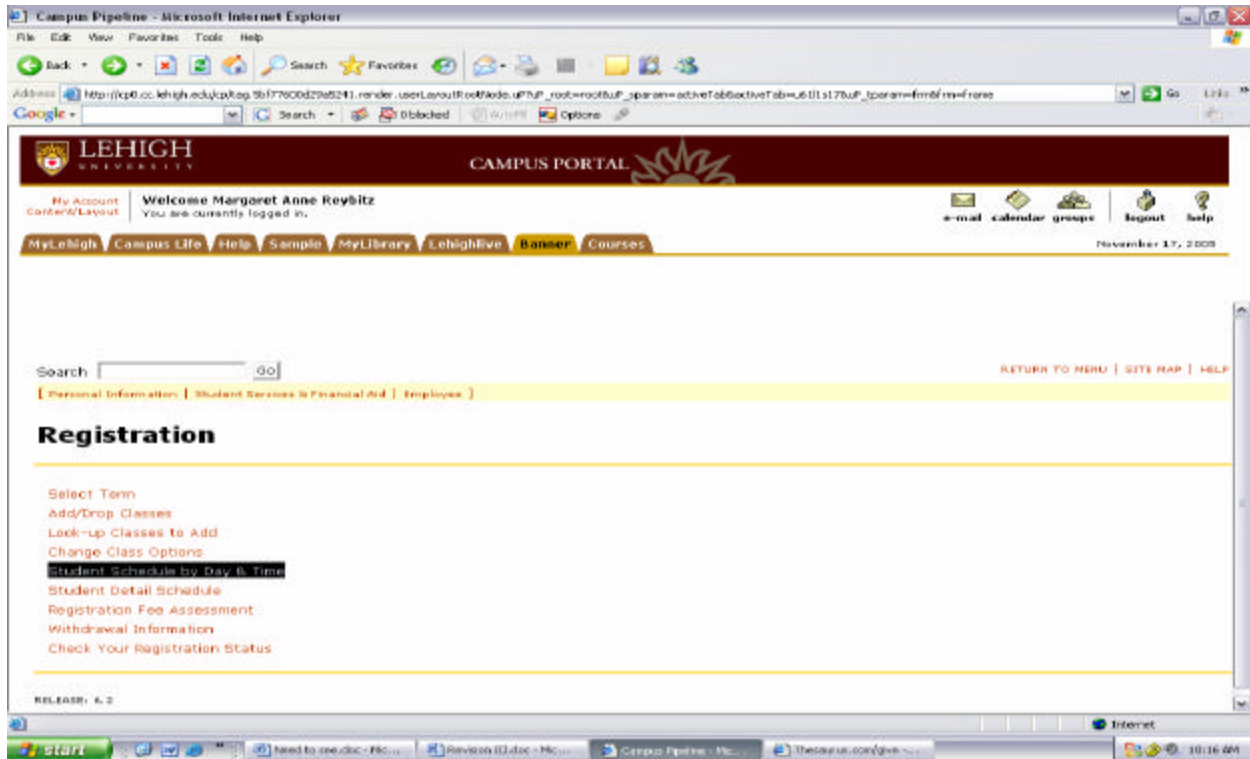


## 8. Enter the CRN # for each class you are registering in the boxes provided .

- It is important to use the course listing information sent to you by our office in order to accurately complete this step.

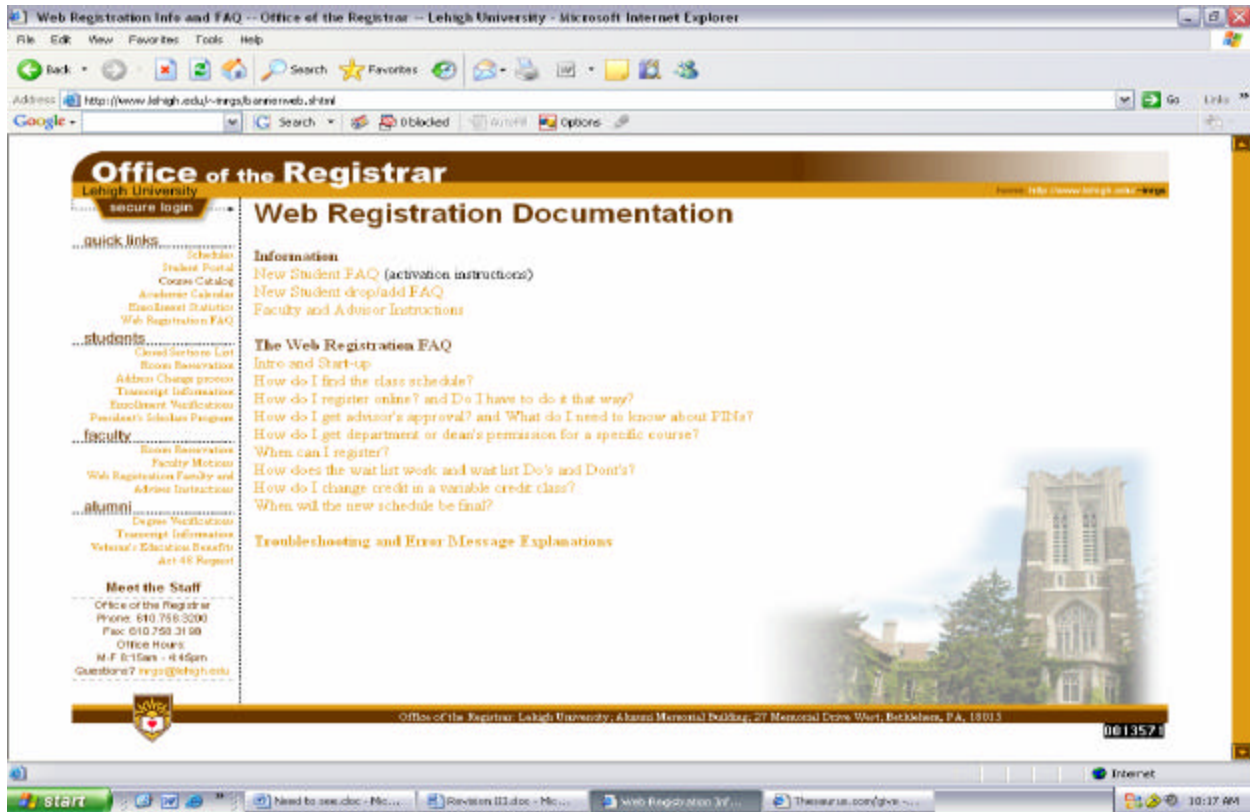
9. Click on **SUBMIT** at the bottom of the screen.

- Confirm your registration by viewing “student schedule by day and time,” a choice under “registration.”

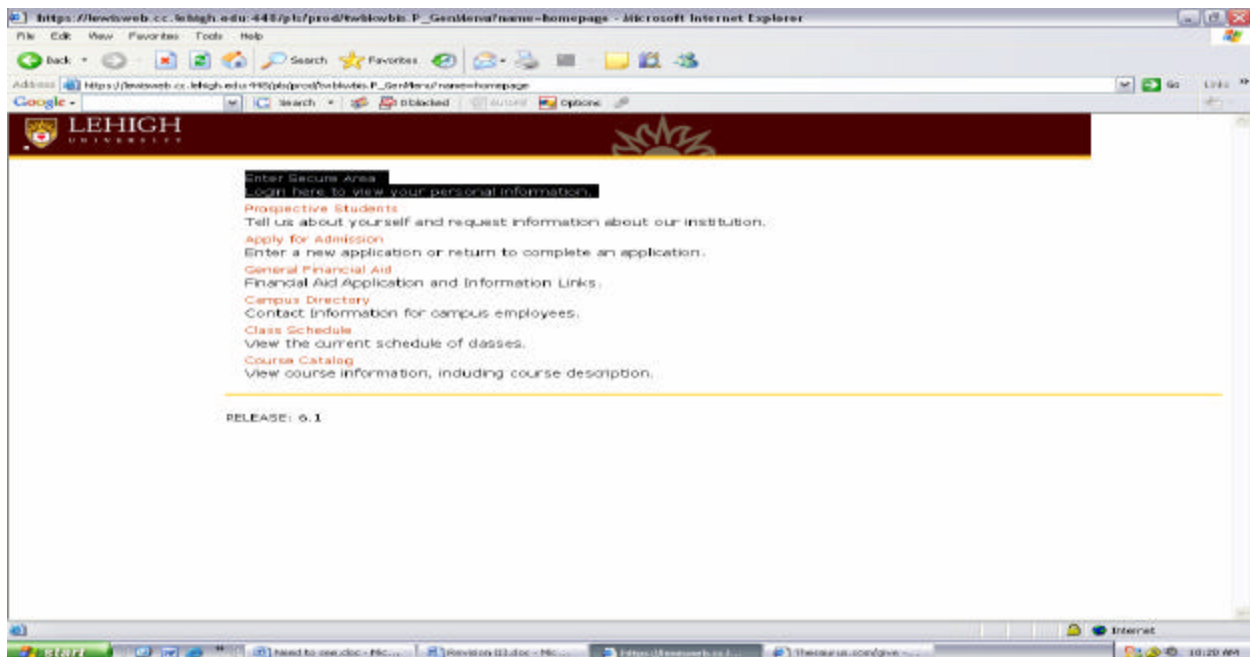




**IF THE PORTAL IS NOT WORKING, GO TO**  
**<http://www.lehigh.edu/~inrgs/bannerweb.shtml> AND CLICK ON “SECURE LOGIN” IN**  
**THE UPPER LEFT HAND CORNER.**



**Then click on “Enter secure area.”**



Then type in **your nine digit Lehigh ID #** and **your six digit PIN #**.

User Login - Microsoft Internet Explorer

Address: https://lehighweb.cc.lehigh.edu/445046prod/twblweb/P\_WWW1001

LEHIGH UNIVERSITY

HELP | EXIT

### User Login

Please enter your 9-digit University Identification Number (ID) and your 6-digit Personal Identification Number (PIN). DO NOT USE YOUR E-MAIL 4 character ID. When finished, click Login.

When you have completed your visit, please Exit and close your browser to protect your privacy.

If at any time throughout the process you need assistance, please click the **HELP** button located at the top right-hand corner of any page.

To use the Forgotten PIN button, you must enter your ID and must have previously established a "forgotten PIN question".

**\*\*\*PLEASE DO NOT BOOKMARK THIS PAGE\*\*\***

User ID:

PIN:

Login Forgot PIN?

RELEASE: L1

Click **“Login”**.

Then type in your **six digit Alternate Pin #**.

LU User Name Expired? Never Initialized?

Go to [www.lehigh.edu/open](http://www.lehigh.edu/open) and follow the on-screen directions.

Forgot your Pin #?

Click on forgot PIN and you will be permitted to reset it.

To learn more about the online registration process, please visit the University Registrar Site: <http://www.lehigh.edu/~inrgs/bannerweb.shtml>.



## ***TUITION PAYMENT***

**You can pay for your tuition on line using the credit card payment option. Please follow the steps below for accessing this form of payment.**

- 1. Go to Campus Portal (<http://portal.lehigh.edu>)**
- 2. Log-in using your Lehigh user name and password.**
- 3. Click on [Student and Financial Aid](#) link.**
- 4. Click on [“Registration Fee Assessment”](#).**
- 5. Click on [“Credit Card Payment”](#), found at the bottom of the page.**