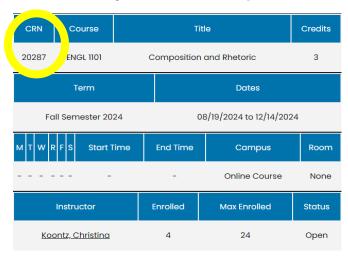
HOW TO REGISTER FOR CHATT TECH CLASSES

STEP 1 – Research your class schedule on the Chatt Tech Class Schedule website

- Go to https://www.chattahoocheetech.edu/class-schedule/
- Select which term you are registering for
- Select which Chatt Tech campus you will attend
 - o If you want to take an asynchronous online course, select Online as your campus
- Select which subject you're taking
 - o Example: you would select ENGL English if you will take an English course such as Engl 1101
- Select Look up classes
- Keep scrolling until you find the course you will take
 - o Double-check the course title, term, dates, campus, and if the course is full
- Write down the five-digit CRN (Course Registration Number) you need this number when you register.



Repeat STEP 1 for all the courses you will take and write down each course's CRN

STEP 2 – Register for your Chatt Tech classes using the CRNs

- Go to https://www.chattahoocheetech.edu/
- Select Me@ChattTech tab
- Select **OKTA Login** and login
 - Click here for instructions for logging into OKTA
- Select Bannerweb
- Select Student Services and Financial Aid
- Select **Registration**
- Select Add/Drop Classes Manually
- Select a Term and select which term you're registering for
- Select Submit
- Type in all the **CRNs** for the courses you are taking
- Select Submit Changes
- Select Course Schedule Detail
- Save as a **PDF**
- Email the PDF of your Chatt Tech course schedule to your school counselor
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