

Registration Instructions for B.Ed. Students

1. Begin by visiting the Bachelor of Education Registration website at <https://www.mystfx.ca/bachelor-of-education/bed-course-registration>. You will find information for your course selection and registration. Carefully review your specific options and print or download the pages you need.

2. Visit portal.stfx.ca.
 - Log in with your **StFX username** and **password** (same as your email).
 - Select **Banner Self Service**.
 - Log in with your **Student ID** and **PIN**.
 - Click **Student Services**.
 - Click **Course Registration** again (on this new page).
 - Click **Step 1 - Select Term**, and ensure that it reads "Full Academic Year 2022-2023".
 - Click **Submit**.
 - Click **Step 2 - Add/Drop Classes**, and proceed with your registration.

3. Banner Self-Service is where you will check your time to register, register for courses, grade report and obtain income tax information. Second-year B Ed students will begin registering on Monday, 14 June 2022 and first-year B Ed students will begin on Tuesday, 15 June 2022.

4. The first time you log into Banner Self-Service you will be required to enter a security question and answer. If you misplace or forget your PIN later, you can click "FORGOT PIN?" You will be prompted with the previously stored security question and when you provide the correct answer, you will gain access. You will then be **prompted** to change your password before continuing.

If you require registration assistance, contact the Registration Help Centre:	If you require B.Ed. program assistance, contact the BEd department:	If you require technical assistance, contact the IT Services Contact Centre:
nsr@stfx.ca	Phone: 902-867-2402 Fax: 902-867-3887 Email: gpatters@stfx.ca Visit: XH218	Phone: 902-867-2356 Toll free: 888-860-2356 Email: itservices@stfx.ca