

Registration Instructions for B.Ed. Students

1. Begin by visiting the Bachelor of Education Registration website at <https://www2.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. Go to the Registrar's Office homepage at http://sites.stfx.ca/registrars_office/
3. Click on *Course Registration* in the right side menu.
4. Next, select the *How to Register in Courses in Banner Self-Service* link and review or print the instructions.
5. Open an internet browser (Firefox or Google recommended) and go to portal.stfx.ca and log in with your StFX account credentials. Select Banner Self-Service and log in with your StFX ID and PIN.
6. 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 2021 and first-year B Ed students will begin on Tuesday, 15 June 2021.
7. 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