

## How to Update Your Personal Information

At the Main Menu, click on the Personal Information tab.

- From this menu, you can view and update information, such as:
  - Address and phone number
  - Marital status
  - Emergency Contacts
- You can also **answer surveys or class evaluations**
- You can also **register for emergency text messages**.

Emergency Text Messages are texts sent out to cell phones by University Relations. These messages will only be sent out in the event of an emergency related to NMHU.

## How to Answer a Survey or Submit a Course Evaluation

Various surveys are available from time to time. Complete surveys to give your opinions and feedback.

Course evaluations are available at the end of every semester. This gives you the opportunity to give feedback about the classes that you have taken.

To view surveys and course evaluations:

1. Click on the Personal Information Tab
2. Click on Answer a Survey/Course Evaluations
3. Click on any available surveys or course evaluations.

**Note:** You will not be able to view your final grades until you have completed your course evaluations.

## How to View Your Grades

1. Click on the Student tab.
2. Click on Student Records
3. Choose Midterm Grades or Final Grades
4. Select a term and click Submit

**Note:** If you have not completed your course evaluations, you will not be able to view your final grades.

## How to Access Your NMHU Pay Stub

If you are or have been a workstudy you can view your Pay Stubs online.

1. Click on the Employee tab.
2. Click on Pay Information.
3. Click on Pay Stub.
4. Choose a Pay Stub Year and click on Display.
5. Choose a pay stub. You can view it with or without your Social Security Number. (You must have Adobe Reader installed on your computer. If you don't have it, it is available for free online at <http://www.adobe.com/downloads/>)

## How to Make an On-line Payment

1. Click on the Student Tab
2. Click on Student Records
3. Choose On-line Payment
4. Select a term and click Submit
5. Enter amount you wish to pay and select email from the list
6. Click Make On-line Payment

For help making an online payment, you can reach the Business Office at (505) 454-3222.

# Self-Service Banner Basics For Current NMHU Students

Self-Service Banner (SSB) gives you access to a lot of information.

- You are able to view and update your personal information, such as your address and emergency contacts.
- You can register for classes online.
- You can view your statement and make payments online.
- You are able to find out which books are required for your classes.
- You can view your mid-term and final grades.
- You can view your financial aid status.
- If you have a workstudy job, you can view your pay stubs and tax forms.

It is recommended that you log in to Banner and explore your options. This sheet of instructions tells you how to get to frequently accessed locations in Banner, but does not cover everything.

### How to Access Self-Service Banner

1. Go to the NMHU home page:  
[www.nmhu.edu](http://www.nmhu.edu)
2. Click on Current Students,
3. Click on Self-Service Banner.
4. Click on Enter Secure Area.  
You are now at the login page.

The URL for Self-Service Banner is:  
<https://banweb.nmhu.edu>

### How to Log In

1. At the login page, enter your NMHU username and password.
2. Click on Login

For help with your username and password, click on the link that says “Click here for help with Login.”

**Note: You cannot log in with your date of birth as your password.** You must change your password before you can log in. If you need to change your password, click on the link that says “Click here to change password.”

### How to Navigate in SSB

Once you have logged in, you will see tabs at the top of the page. Begin navigating by choosing the appropriate tab, then select the next topic.

#### Tips and Information:

- Don't click the Back button on your browser.
- If your session is inactive for 10 minutes, your session will time out and you will have to log back in and start over.

### How to Register for Classes

1. Click on the Student tab
2. Click on Registration
3. Select the current term and Submit.
4. Click on Add or Drop Classes. Enter the CRN for your class. (If you don't know the CRN, go to Look Up Classes.)
5. Enter the four digit CRN for the class you want and click on Submit Changes.

**Note:** You must have been enrolled for the previous semester, or you will need to re-enroll before you can register online. Freshmen are not allowed to register online. For assistance with registration, contact the Registrar's Office at (505) 454-3438

### How to Lookup Books for Your Class

1. Click on the Student tab
2. Click on Registration
3. Choose Lookup Classes
4. Select a term and Submit
5. Select the subject and click Class Search
6. Click on four (4) digit CRN
7. View Catalog Entry
8. Click Link to Campus Bookstore
9. Proceed to Follett Website for Books

You can reach the NMHU Bookstore at (505) 454-3598.

### How to View Your Financial Aid Status

From the Financial Aid Tab you can:

- View Your Financial Aid Status
- View Your Eligibility
- View Your Award
- Email NMHU **Financial** Aid Office
- View General Financial Aid Information

You can reach the Financial Aid Office at (505) 454-3318.

### How to Access Your W-2 Tax Form

If you have or have had a workstudy job, you can view your W-2 form(s) online.

1. Click on the Employee Tab
2. Click on Tax Forms, then click on W-2 Wage and Tax Statement.
3. Select a Tax Year and click on Display

### How to Access Your Unofficial Transcript

1. Click on the Students tab
2. Click on Student Records
3. Click on Academic Transcript
4. Transcript Level should be all levels, unless you only want Undergraduate or Graduate.
5. Click Submit

You can also request your official transcript online. For help requesting an official copy of your transcript, contact the Student Transcript Specialist at (505) 454-3455.

### Contacting ITS

You can reach the ITS Help Desk by calling (505) 454-3496.

### Visit the ITS Home Page

Go to the NMHU home page, [www.nmhu.edu](http://www.nmhu.edu) and click on Administration and HR. Click on Information Technology Services.

