

Registration Steps

- ➊ Go to www.frontrange.edu
- ➋ Click on **REGISTER**.
- ➌ Click on **LOGIN**.
- ➍ Enter your Student ID (SID) in the **USER ID** section of the login page. Your SID, which begins with the letter S (S01234567) may have been sent to you via email or direct mail recently. Students CANNOT use their Social Security Number.
 - Your User ID is *Case Sensitive*. The first letter of your ID must be capitalized.
- ➎ If this is your first time logging into the system, follow the directions below. If you have logged in before and already designated another six digit number that **IS NOT** your birthdate, then that is your PIN. Your PIN must be six numbers (no letters) in length.
 - If you are new to the system enter your **PIN** (birth date - mmddyy). You will receive a message that YOUR PIN HAS EXPIRED and RE-ENTER your "old" PIN. Your "old PIN" is your birth date. You will be required to change your PIN to a new 6-digit number. Keep this number safe and confidential for future use.
 - Please **ENTER QUESTION** and an **ANSWER**. You will be required to enter a security question and answer. This will allow you to reset your PIN, if needed, for access to your student records in the future.
 - Click **SUBMIT** and this will take you to the **MAIN MENU**.
- ➏ Click on **STUDENT MENU** and then **REGISTRATION MENU**.
- ➐ To look up classes, select **ADD OR DROP CLASSES** for registration.
- ➑ For the term, select **COMMUNITY COLLEGES FALL 2007**. Click on **SUBMIT**.
- ➒ If you are a Colorado resident and want to use the College Opportunity Fund (COF), make sure to authorize the use of COF by clicking on the [blue link](#) to the left of the COF icon.
 - Choose the "I Choose to Authorize..." button and then click on **SUBMIT**.
- ➓ Once this step has been completed, click on the blue link labeled as **ADD OR DROP CLASSES** at the bottom of the page.

- ➊ **If you know the five digit CRN** (course registration number, formerly known as the call number) for the course, you may enter the CRN and then select **SUBMIT CHANGES**. If you know all the CRN numbers for the courses you wish to register, you may enter them all and then select **SUBMIT CHANGES**.

- ➊ To search for courses, please select **CLASS SEARCH**.
- ➋ Select **FRONT RANGE COMMUNITY COLLEGE** and click on **SUBMIT**. Then select **COMMUNITY COLLEGES FALL 2007** and click on **SUBMIT**.
- ➌ You may select courses with many different search options. You must select at least one **SUBJECT**. If you are only able to take courses at a particular campus, please be sure to select the specific site under the **CAMPUS** search field. When completed, select **CLASS SEARCH**.

- ➍ Select the box in the left hand column in front of the School column and Course Reference Number (CRN) and select **REGISTER**.
- ➎ You **MUST** select **SUBMIT CHANGES** to officially register. You must register for one course at a time if you are searching for courses.

- If you are a Colorado resident and want to use the College Opportunity Fund (COF), and have not yet authorized COF, make sure to choose the "I Choose to Authorize..." button and then click on **SUBMIT**.
- ☑ Click on **RETURN TO MENU** in the top right hand corner of the page. To confirm that your schedule is accurate, select **VIEW DETAILED STUDENT SCHEDULE**. **Print a copy for your records.**
- ☑ If you need to drop a course, click on **RETURN TO MENU** in the top right hand corner of the page. Click on **ADD OR DROP CLASSES**. Then choose **DROP WEB** under the action button and **SUBMIT CHANGES**.
- ☑ You are now registered in our New Banner System. Have a great semester!