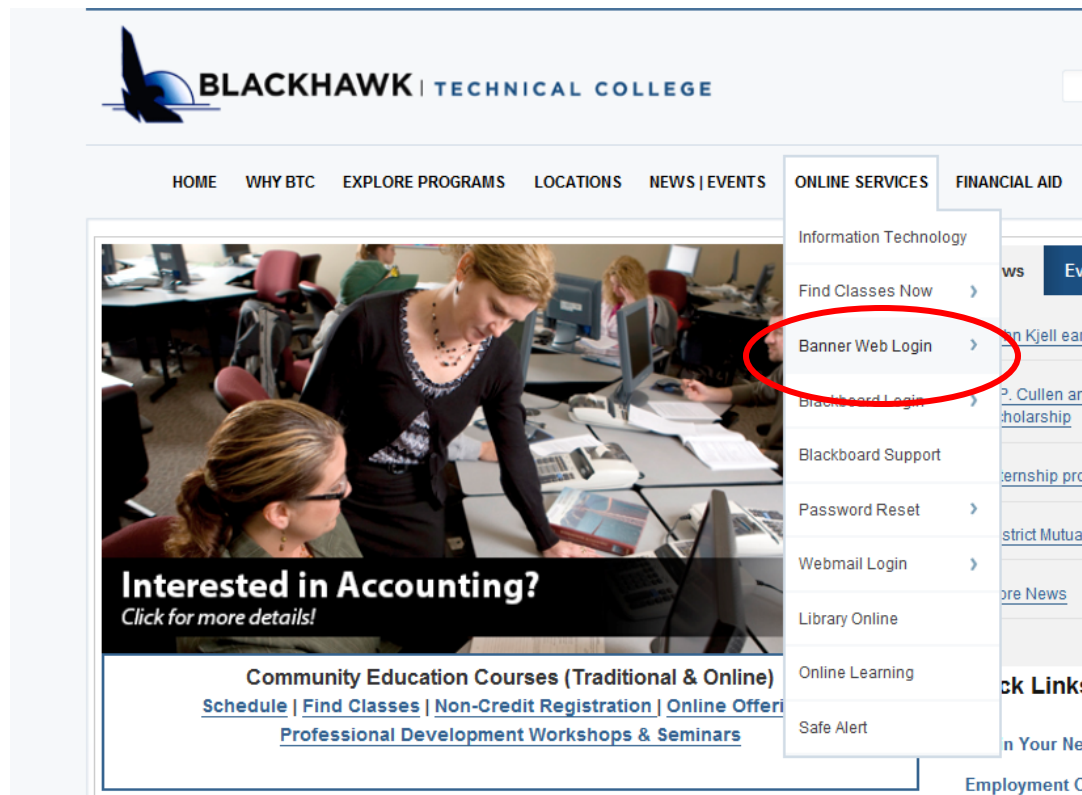


# **Banner Step-by-Step Self-Help Graduation Audit**



# Getting Started

Go to [www.blackhawk.edu](http://www.blackhawk.edu) from the Internet; hover over "Online Services" then click on "Banner Web Login"



The screenshot shows the Blackhawk Technical College website. At the top left is the college logo, a stylized hawk head in profile, followed by the text "BLACKHAWK | TECHNICAL COLLEGE". Below the logo is a horizontal navigation bar with the following items: HOME, WHY BTC, EXPLORE PROGRAMS, LOCATIONS, NEWS | EVENTS, ONLINE SERVICES, and FINANCIAL AID. The "ONLINE SERVICES" menu is open, displaying a list of options: Information Technology, Find Classes Now, Banner Web Login (circled in red), Blackboard Login, Blackboard Support, Password Reset, Webmail Login, Library Online, Online Learning, and Safe Alert. Below the navigation bar is a large banner image of two women in a computer lab. Overlaid on the bottom of the banner is a dark box with the text "Interested in Accounting? Click for more details!". Below the banner is a row of links: "Community Education Courses (Traditional & Online)", "Schedule", "Find Classes", "Non-Credit Registration", "Online Offeri", and "Professional Development Workshops & Seminars".



# User Login


This will bring you to the “**User Login**” screen. Enter your 9-digit BTC ID number (or your Social Security number, though this is not recommended) followed by your PIN (originally this is set as your date of birth unless you have altered it).

Alumni and Friends    Advancement Officers

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## User Login

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 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN).  
If you are having problems send an e-mail to: [Login Problems](#)

When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

---

RELEASE: 7.4



# Main Menu

Now you are at the "Main Menu" page. This page gives you a personal greeting and grants you access to those screens you need as a student. To register for classes, click on the "**Student & Financial Aid**" link.

Personal Information Alumni and Friends Advancement Officers Student Financial Aid

Search

## Main Menu

Check your BTC E-Mail regularly!

---

Welcome, Allie Gator, to the BTC Online Information System! Last web access on Oct 22, 2008 at 09:04 am

[Student & Financial Aid](#)  
Apply for Admission, Register, View your academic records and Financial Aid

[Personal Information](#)  
View or update your address(es), e-mail address(es), and change your PIN number.

[Logon to My Blackboard](#)  
Right click on the link and select "Open in a New Window"

[Logon to BTC Webmail](#)  
Right click on the link and select "Open in New Window"

---

[Return to Homepage](#)

RELEASE: 7.3

powered by  
**SUNG**



# Student & Financial Aid

From the "[Student & Financial Aid](#)" page, click on the "[Student Records](#)" link.

---

[Personal Information](#) [Alumni and Friends](#) [Advancement Officers](#) [Student](#) [Financial Aid](#)

Search   [RETURN](#)

---

## Student & Financial Aid

Check your BTC E-Mail regularly!

---

[Admissions](#)  
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

[Registration](#)  
Check your registration status; Add or drop classes; Display your class schedule.

[Student Records](#)  
View your holds; Display your grades and transcripts.

[Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

[Student Accounts](#)  
Review Charges and Payments

[Logon to BTC Webmail](#)  
Right click on the link and select "Open in New Window"

---

RELEASE: 7.5



# Student Records

From the "[Student Records](#)" page, click on the "**Academic Transcript**" link.

---

[Personal Information](#) [Alumni and Friends](#) [Advancement Officers](#) **Student** [Financial Aid](#)

Search

---

## Student Records

Check your BTC E-Mail regularly!

---

[View Holds](#)  
[Midterm Grades](#)  
[Final Grades](#)  
[Grade Detail](#)  
**[Academic Transcript](#)**  
[Submit e-mail to change Address/Phone \(Students\)](#)  
[Submit email for registration questions \(Students\)](#)  
[Logon to BTC Webmail](#)

Right click on the link and select "Open in New Window"

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**RELEASE: 7.5**



# Display Transcript

You are now at the "[Display Transcript](#)" page. You can select from different types of transcript levels; All Levels, Credit Courses or Non-Credit. All Levels will give both credit and non-credit courses; Credit Courses will give just credit courses; and Non-Credit will give just non-credit courses.

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[Personal Information](#) [Alumni and Friends](#) [Advancement Officers](#) [Student](#) [Financial Aid](#)


---

Search

---


## Display Transcript - Select Level and Type

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 Select the transcript level and transcript type, then click Display Transcript.

Transcript Level:

Transcript Type:



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RELEASE: 7.2 [ [View Holds](#) | [Request Printed/Official Transcript](#) ]



## **Display Transcript cont.**

This page will display the courses you have taken and that have a grade recorded. You can now compare your course history with the curriculum needed to complete your program. You should use the catalog you received when you were first admitted to the college. You can also use the current catalog, which you can find on our website.

If at anytime you have questions or concerns, please contact our Advising and Counseling Office at 608/757-7668

