Accessing the Student Information for Advisement only
To access the Registration Menu, perform these steps:

**Instructions**

1. On the **Main Menu**, click **Faculty and Advisors**. The **Faculty and Advisors Menu** appears.

2. On the **Faculty and Advisors Menu**, click **Student Information Menu**. The **Student Information Menu** appears.

3. On the **Student Information Menu**, click on **Term Selection** (this is required for any new log in session in Banner Panthertracks.)
4. Select the Term and click **Submit**. Select the **Student Information Menu** again.

**Finding a student**
5. At the **Student Information Menu**, select **ID Selection**.

6. At the **Student and Advisee ID Selection**, enter the Student ID number or search for an Advisee Last or First Name and click the **Submit** button.
7. The **Student Verification** page will display. Click the **Submit** button if this is the student record you seek or select **ID Selection** to search for another student record.

8. The **Student Information** page will display. Review the available information for the student. At this time all previous academic course work can be verified in the SIS system.
9. If your department has had the opportunity to assign the student as your advisee, you can click on **Advisee Listing**.

10. If your department has had the opportunity to assign the student as your advisee, you can click on **Advisee Listing**. Here the **Alternate Registration PIN** is displayed. **The student must have the Alternate Registration PIN to be able to register via Panthertracks.**

   Your departmental secretary can also provide you with the Alternate Registration PIN.