

Instructions for Registration and Payment for Graduate Workshops Online through Self-Service Banner

1. On the Friends University web page, hover over the student tab and click on Self-Service Banner. Log into Self-Service Banner.
2. Click on the secure area and log in with your credentials (ID number and pin password)
3. Once logged in, from main menu, choose the [STUDENT](#) option
4. Click [REGISTRATION](#)
5. Click [ADD or DROP CLASSES](#)
6. From the drop-down menu, choose the semester for which you will be registering. Click Submit.
7. You will see a Financial Responsibility Agreement that you will want to read and then click on the box next to Electronic Signature to electronically agree to the above.
 - If you are a Master's student, you will need to contact your advisor to get your alternate pin number as it will be different each term. If the pin given to you is not working, try 123456, or call Graduate Workshops at 316-295-5516 to troubleshoot.
8. Enter the CRN(s) for the class(es) for which you want to register. You may enter as many CRN numbers as you would like at this screen. [SUBMIT CHANGES](#)
9. Enter only the start date for each workshop for which you are registered (date(s) found in Workshop Schedule Book. [SUBMIT CHANGES](#)
 - Featured workshops allow 10 days enrollment from start date as mentioned in course descriptions. Please enter the current date within this window when registering if the start date has passed.
10. Congratulations! You are now registered in the workshop(s). Now click on [STUDENT](#) located below the red banner at the top left side of the screen.
11. Click on [STUDENT ACCOUNTS](#), then select [VIEW AND PAY STATEMENT](#)
12. Under "Your Account" select [CLICK HERE TO MAKE A PAYMENT](#)
 - Click on [PAYMENT ON ACCOUNT](#) (the bottom option)
 - » If you do not see a balance, this is ok! The system takes 24 hours to process the information. You may still proceed with payment if you know the payment amount. Once the information hits your account, you will be able to see the amount owed. If you have already made a payment, your account will zero out.
13. Enter the amount you wish to pay (note that the full payment is due prior to opening workshop date. Please see the provided Payment policy)
14. Enter in a description of your payment (i.e Graduate Workshop Payment)
15. Click on [ADD TO SHOPPING CART](#). Click [CHECKOUT](#)
16. Enter your information and [CONTINUE CHECKOUT](#). This will let you review your final order before submitting. This is where you will be able to put in an email address for a receipt to be emailed to you for your records. Click [CONTINUE CHECKOUT](#).
17. Review your payment information, click [SUBMIT PAYMENT](#).
18. Congratulations! You have now paid for your Graduate Workshop(s).

For any questions about registration or your Self-Service Banner, please contact Graduate Workshops at 316-295-5516 or email us at educationworkshop@friends.edu. If you have any payment questions please contact Susie Bolinger 316-295-5912 or email bolinger@friends.edu.

Students can also call the cashier at 316-295-5865 to make payment. You will need your Student ID#, the CRN(s), and the amount you will be paying.

Friends University Fall Business Hours

Monday-Friday 8:00 a.m. – 5:00 p.m.

Cashier Business Hours

Monday-Friday 9:00 a.m. – 5:00 p.m.