Enrollment Procedures for Workshops through Self-Service Banner

1. Go to the Friends Teacher Education Workshops web page, www.friends.edu/edworkshops & click on SELF-SERVICE BANNER in the Quick Links Menu.
2. Click on ENTER SECURE AREA & log in with your credentials (User ID- N00 number & pin password).
   
   Forgotten your credentials? Call Help Desk at 316-295-5767 during business hours.
3. Once logged in choose the STUDENT option, from the main menu.
4. Click REGISTRATION.
5. Click ADD or DROP CLASSES.
6. From the drop-down menu, choose the semester & year for which you will be registering and SUBMIT.
7. You will see a Financial Responsibility Agreement that you will want to read & then click the box next to Electronic Signature to electronically agree.
8. Enter the CRN(s) for the class(es) 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 the Workshop Schedule Book. Do not enter end dates! SUBMIT CHANGES.
   
   Featured workshops allow 10 days enrollment from start date as mentioned in course descriptions. If you are registering once the start date has passed, please enter the current date within this window when registering.
10. Congratulations! You are now registered in the workshop(s). Your view should show “web registered.” Now continue for payment.

Payment Procedures for Workshops through Self-Service Banner

1. Click on STUDENT located below the red banner at the top left side of the screen.
2. Click on STUDENT ACCOUNTS, then select VIEW AND PAY STATEMENT.
3. Under “Your Account” select CLICK HERE TO MAKE A PAYMENT; select the bottom option for PAYMENT ON ACCOUNT.
4. 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 located in the brochure).
5. Enter a description of your payment (i.e. Graduate Workshop Payment).
6. Click on ADD TO SHOPPING CART; click CHECKOUT.
7. Enter your information & CONTINUE CHECKOUT. This will let you review your final order before submitting. This is where you will enter an email address for a receipt to be emailed to you for your records. Click CONTINUE CHECKOUT.
8. Review your payment information; click SUBMIT PAYMENT.
9. Congratulations! You have now paid for your Graduate Workshop(s).

For any questions about registration or your Self-Service Banner (SSB), please contact the Graduate Workshops at 316-295-5516 or email us at educationworkshop@friends.edu.
If you have any payment questions please contact Amanda Biering at 316-295-5912 or email amanda_biering@friends.edu.
Students can also call the cashier at 316-295-5865 to make a payment. You will need your Student ID number, the CRN(s), & the amount you are paying.

Friends University Spring & Fall Business Hours
   Monday-Friday 8:00 am-5:00 pm

Friends University Summer Business Hours
   Monday-Thursday 8:00 am-5:00 pm
   Friday 8:00 am-12:00 pm

Cashier Spring & Fall Business Hours
   Monday-Friday 9:00 am-5:00 pm

Cashier Summer Business Hours
   Monday-Thursday 9:00 am-5:00 pm
   Friday 9:00 am-12:00 pm