



As an applicant to Augusta Technical College, you now have a student ID number and a student email account using Smartweb, the college's secure web portal. Smartweb email is the official method of communication from Augusta Technical College to you. Check often for important emails and campus announcements!



## First Time using the Smartweb portal?

Click **READ THIS FIRST**

- To log into Smartweb, go to [www.augustatech.edu](http://www.augustatech.edu) and click **SMARTWEB**
- Type in your **User Name**, which you originally received on your acceptance letter.
- Type in your **Password**. Initially, your password is your student ID number (900#).
- The first time you log in, you must **reset your password**. To reset your password, answer and save the **5 security questions**. Every question must be completed; answers must be at least **3 characters in length**. Remember the answers to your security questions, because they will be needed in case you forget your password.
- If you have trouble logging in, **contact the Augusta Tech Helpdesk at 706-771-4864**.

My User Name: \_\_\_\_\_

My Password: \_\_\_\_\_

### STEP 1 Update your Password Security Questions

**Update Password Reset Questions**

Update Questions  
Please input some questions and answers that can be used to verify your identity in case you forget your password. The answers should be both, easy to remember and difficult to guess.

**Question**

Question: What is your favorite color?  
Correct Response: \_\_\_\_\_ Show Text

**Question**

Question: What is the name of your favorite pet?  
Correct Response: \_\_\_\_\_ Show Text

**Question**

Question: What was your favorite place to visit as a child?  
Correct Response: \_\_\_\_\_ Show Text

**Question**

Question: What is your favorite movie?  
Correct Response: \_\_\_\_\_ Show Text

**Question**

Question: What is the name of your first school?  
Correct Response: \_\_\_\_\_ Show Text

Save

- Once you answer all 5 security questions, click **Save** at the bottom of the page. After you save, you will see a "Questions updated successfully" note appear near the top of the page.

**Update Password Reset Questions**

Update Questions  
Please input some questions and answers that can be used to verify your identity in case you forget your password. The answers should be both, easy to remember and difficult to guess.

✔ Questions updated successfully

- Now, **create your new password** by typing in and re-typing (verifying) the new password, and click OK. Wait for verification of password being reset.

### STEP 2 Change your Password

**Reset Password**

Reset your ATC Password  
Generate a Password  
New Password: \_\_\_\_\_  
Verify New Password: \_\_\_\_\_  
OK Cancel

- To complete your password change, **Sign Out** of the portal. You may now and log in with your new password.

### STEP 3 To complete your password change, please 'Sign Out' out of Portal and Log in with New Password.

SignOut From this page.

**SignOut**

**Important: Check your Smartweb email daily in order to stay informed. Do not forward your Augusta Tech email account to another email account. Due to security restrictions, it is not guaranteed emails will be sent or received if using an outside email account.**

## Email

Access your Augusta Tech student email account by clicking the Gmail icon




## Bannerweb

To access Bannerweb, click the Bannerweb tab or the Banner icon



## How to Register for Classes

*(Before you register for classes each semester, see your advisor so you know what classes you need!)*

- Log in to the portal using your username and password.
- To access **Bannerweb**, click the **Bannerweb** tab or the Banner icon 
- You will then be prompted to sign-in again using your username and password.
- Select **Student Services & Financial Aid**
- Select **Registration**
- Click **Add/Drop Class**
- Verify mailing address and phone number and click **Continue with registration**
- **Authorize Financial Aid** and click **Continue with registration**. **Note:** Eligible students may authorize their HOPE and/or Pell Award to pay tuition and all applicable fees; *if you do not click to authorize, your aid will not pay.*
- Select the appropriate **Term**
- Click **Class Search**
- Click **Advanced Search** to search for classes
- Click your **subject**, type in **course number** (optional), and select your **desired campus/location**
- Click **Section Search** to view list of courses
- Look for classes with available space, and to select the class(es) you want
- **Click the checkbox** beside the class(es) you want to register for
- Click **Register**
- **Repeat these steps for each course**

## How to View or Print Your Schedule

- Select **Student Services & Financial Aid**
- Click **Registration**
- Click **Print Schedule**
- Select the appropriate **Term**
- Click **Submit** to view your schedule
- **Right click**, and select **Print** to print your schedule

## How to Print Your Student Account Summary (Bill/Receipt)

- Select **Student Services & Financial Aid**
- Click **Financial Aid**
- Click **My Award Information**
- Click **View Account Detail by Term** to view your tuition and fee charges and financial aid (if applicable)
- **Right click**, and select **Print** to print your bill/receipt
- **NOTE: IF YOU SEE A BLANK PAGE WHEN YOU CLICK MY AWARD INFORMATION, YOU CAN STILL ACCESS YOUR ACCOUNT SUMMARY! Click STUDENT SERVICES & FINANCIAL AID, click STUDENT RECORDS, and click ACCOUNT SUMMARY BY TERM.**