

## Registration Instructions for B.Ed. Students

1. Carefully review your specific options and print or download the pages you need. BEd course will be assigned time blocks, and BEd students will be self-registering for all courses.
2.
  - Visit <https://stfx.teamdynamix.com/TDClient/1764/Portal/KB/ArticleDet?ID=89324>
  - Log in with your **St. FX username** and **password** (same as your email).
  - Select **Banner Self Service**.
  - Log in with your **Student ID** and **PIN**.
  - Click **Student Services**.
  - Click **Course Registration** again (on this new page).
  - Click **Step 1 - Select Term**, and ensure that it reads "Full Academic Year 2023-2024".
  - Click **Submit**.
  - Click **Step 2 - Add/Drop Classes**, and proceed with your registration.
3. Banner Self-Service is where you will check your time to register, register for courses, grade report, class schedule and obtain income tax information. Second-year B Ed students will begin registering on **Tuesday, July 4, 2023**, and first-year B Ed students will begin on **Wednesday, July 5, 2023**.
4. The first time you log into Banner Self-Service you will be required to enter a security question and answer. If you misplace or forget your PIN later, you can click "FORGOT PIN?" You will be prompted with the previously stored security question and when you provide the correct answer, you will gain access. You will then be **prompted** to change your password before continuing.

If you require registration assistance, contact the Registration Help Centre:	If you require B.Ed. program assistance, contact the BEd department:	If you require technical assistance, contact the IT Services Contact Centre:
<a href="mailto:nsr@stfx.ca">nsr@stfx.ca</a>	Phone: 902-867-2402 Email: <a href="mailto:rpower@stfx.ca">rpower@stfx.ca</a> Visit: XH218	Phone: 902-867-2356 Toll free: 888-860-2356 Email: <a href="mailto:itservices@stfx.ca">itservices@stfx.ca</a>