



Banner Mobile

Registration Using the Ellucian GO App

Last updated August 15th 2018

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About

Ellucian GO™ Mobile App

The Ellucian GO™ Mobile App is designed to help you stay connected with your college like never before. With this mobile app you will have access to great features that make your campus experience more effective, more efficient, and more fun.

Ellucian GO™ is a free application for your Android or iOS mobile device that enables you to access important information on the go. You will be able to have quick access to the Banner Student Information System to manage your courses by accessing your course schedule; search and register for your scheduled courses; check your final grades and make payments. The mobile app also provides access to the College's directory of important numbers and maps to the various campus sites.

COSTAATT's app interface is hosted on Ellucian GO™.

Ellucian GO Mobile App Icon



COSTAATT Banner Mobile App Menu

The layout of COSTAATT's main menu in the app can be seen below. This manual will primarily explore how to use its Banner features; registration, course schedule, grades and fee payment.

Academics

- Notifications
- Course Schedule
- Grades
- Registration

Financials

- Pay Your Bill
- Quick Balance

Campus Resources

- Maps
- News
- Important Numbers
- Directory
- Library Catalogue (COSPAC)

Online Resources

- myCOSTAATT Web Portal Login
- Self Service Banner Login
- E-Classroom Login

Social Media

- Facebook
- Twitter
- Flickr
- YouTube

Actions

- Home
- Settings
- About
- Switch School
- Sign Out

Accessing COSTAATT Banner Mobile

Downloading the Ellucian Go™ Mobile App

To access COSTAATT's Mobile app, you must have the following:

- A smart phone operating on either the Android or iOS platform
- Access to the respective app store based on your phone type above
- Internet access

Steps:

1. Open your app store
2. Search for **Ellucian Go™** (verify that the publisher of the app is Ellucian)
3. Tap 'Get' for Apple's App Store or 'Install' for the Google Play Store




Optionally, you can click on your app store icon below if reading this email from your mobile device.



Locating COSTAATT on the App

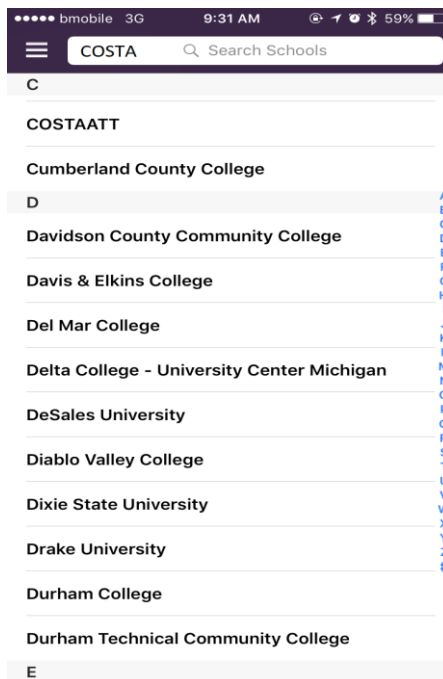
Once you have successfully downloaded the Ellucian GO™ app, follow the steps below to access COSTAATT on the app.

Steps:

1. Launch the app on your phone
2. Tap on the main menu icon 
3. Tap **Switch School/University** to the bottom of the menu list
4. Type '**COSTAATT**' in the *Search Schools* field at the top of the screen
5. Once found, tap COSTAATT

Alternatively, you can scroll through the list of schools and tap COSTAATT when found.

Once successful, you should see the institution's home screen as pictured here.



Banner Mobile: Registration

Logging into Banner

You must be an accepted student of the institution to access Banner within the app. Login credentials for newly admitted students can be acquired at the IT Helpdesk. For returning and continuing students, these credentials are the same used to access Self Service Banner. E.g.:

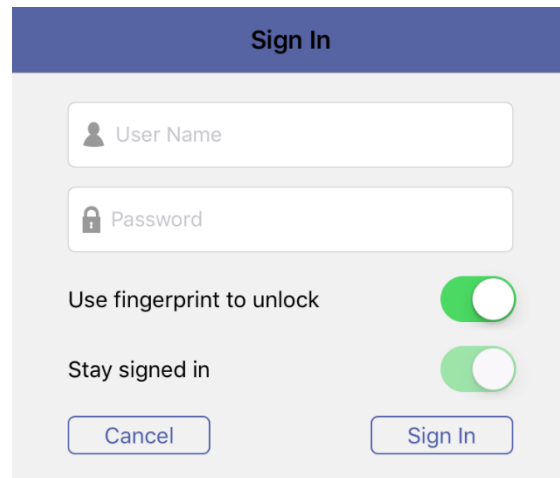
Username: 000xxxxx

Password: 123456

Steps:

1. Enter your Banner credentials
2. Tap 'Sign In'

*You can **optionally** enable additional unlocking features as offered by your mobile device.*

The image shows a mobile app interface for signing in. At the top is a dark blue header with the text "Sign In" in white. Below the header is a light gray background. There are two input fields: the first is labeled "User Name" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields are two toggle switches. The first toggle is labeled "Use fingerprint to unlock" and is currently turned on (green). The second toggle is labeled "Stay signed in" and is also currently turned on (green). At the bottom of the screen are two buttons: "Cancel" on the left and "Sign In" on the right, both with blue borders and white text.

Search for Courses

To search for courses you must be eligible for registration. The mobile app will default to the only open registration term.

Steps:

1. Launch the app and ensure you are accessing COSTAATT's app
2. Tap 'Registration' in the menu
3. If prompted, sign in using your Banner credentials
4. Tap on the 'SEARCH' tab and enter your course code (E.g. ACCT 210) OR CRN (12345)
5. Tap 'Search' button at the bottom of the screen. Once successful, a list of matches will show up.

Note:

For each match, you will see the following details:

- The course code
- The course title
- The lecturer assigned to the course
- The course Level
- The credit value of the course
- Day and time of the course
- The campus at which the course is offered
- The number of the seats **available** (in this illustration, there are 26 seats available)

The screenshot shows the 'Registration' app interface. At the top is a blue header with a hamburger menu icon and the title 'Registration'. Below the header are three tabs: 'CART', 'SEARCH', and 'REGISTERED'. The 'SEARCH' tab is selected. The main content area has a title 'Select a Term and enter Search criteria'. Below this is a dropdown menu showing '1st Semester 2017-18'. Underneath is a section labeled 'Search criteria' with the text 'acct 210'. There is a link 'Refine Search' and a large grey 'SEARCH' button at the bottom.

The screenshot shows the 'Registration' app interface with search results. The header and tabs are the same as the previous screenshot. Below the tabs is a section titled 'SEARCH RESULTS'. It lists five course entries, each with a checkbox, course code, title, lecturer, credits, and time/day. The available seats are shown as a progress bar and a number.

Course Code	Course Title	Lecturer	Credits	Time/Day	Available Seats
ACCT 210-C01	Cost & Management Accounting	Smith, John	3.00	Tue: 5:00 PM - 7:50 PM UG	24/30
ACCT 210-C02	Cost & Management Accounting		3.00	Tue: 5:00 PM - 7:50 PM UG	30/30
ACCT 210-C03	Cost & Management Accounting	Chovey, Ann	3.00	Tue: 2:00 PM - 4:50 PM UG	29/30
ACCT 210-G01	Cost & Management Accounting	Turner, Paige	3.00	Sat: 11:00 AM - 1:50 PM UG	28/30
ACCT 210-S01	Cost & Management Accounting	Dory, Hugh	3.00		26/30

Add Courses to Your Cart

You can search for all the courses you intend to register for and add them to your 'Cart' before you actually register for them.

Steps:

1. Once you have performed a successful search, tap on the course/s you wish to add to your cart. A checkmark will appear for those you have selected
2. Tap 'ADD TO CART' button at the bottom of the screen.

Registration

CART

SEARCH

REGISTERED

SEARCH RESULTS

☒

PSYC 103-C01

UG | CC

29/30

Understanding Human Behavior and Diversity

3.00 Credits

Mon: 11:00 AM - 1:50 PM | UG

☐

PSYC 103-C02

UG | CC

29/30

Understanding Human Behavior and Diversity

3.00 Credits

Wed: 11:00 AM - 1:50 PM | UG

☐

PSYC 103-C03

UG | CC

30/30

Understanding Human Behavior and Diversity

3.00 Credits

Wed: 8:00 AM - 10:50 AM | UG

☐

PSYC 103-C04

UG | CC

30/30

Understanding Human Behavior and Diversity

3.00 Credits

Thu: 8:00 AM - 10:50 AM | UG

☐

PSYC 103-C05

UG | CC

28/30

ADD TO CART (1)

Are you sure you want to add these sections to the cart?

CANCEL

OK

3. You will be prompted to confirm the action, tap 'OK'

Registering

Steps:

1. Once you have courses in your cart, tap 'CART'
2. Select the course(s) you want to register for by tapping the checkbox for each one. A checkmark should appear on the ones you have selected
3. Tap 'REGISTER' at the bottom of the screen

Registration

CART (1) SEARCH REGISTERED

1ST SEMESTER 2017-18

☒ **PSYC 103-C01**
Understanding Human Behavior and Diversity
3.00 Credits
Mon: 11:00 AM - 1:50 PM | UG

REGISTER (1)

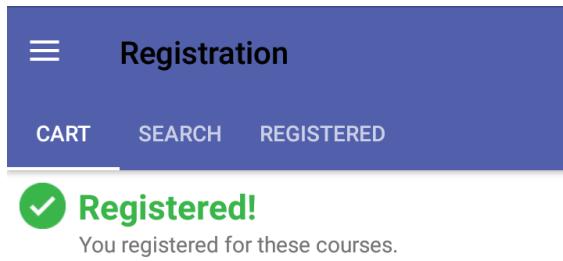
4. You will be prompted to confirm the action, tap 'OK'

Are you sure you want to register these sections?

CANCEL

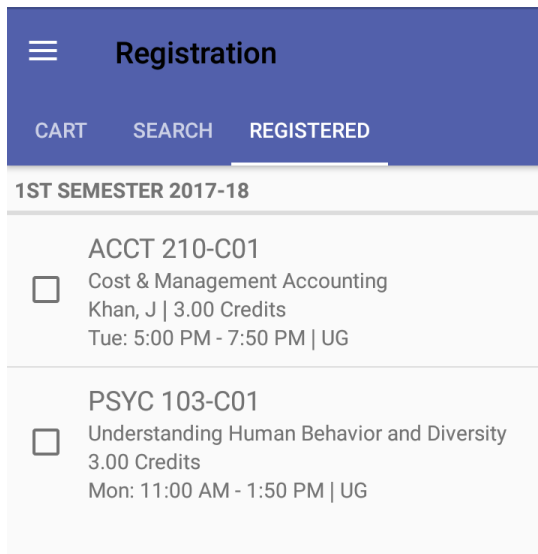
OK

5. Once successfully registered, you should see a screen similar to this one listing the courses you were successfully registered for.



PSYC 103-C01
Understanding Human Behavior and Diversity

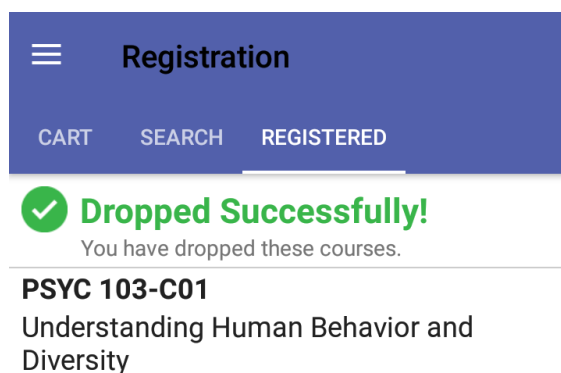
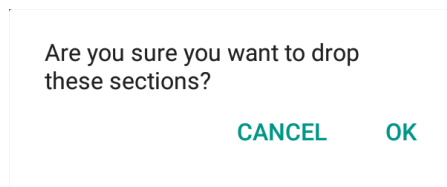
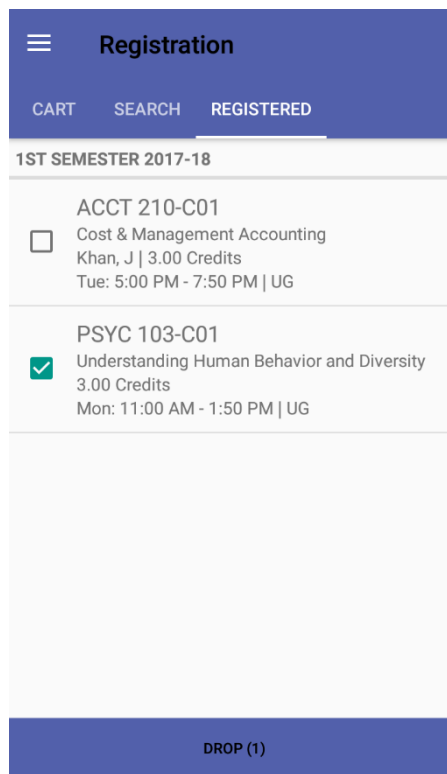
6. Tap on the 'REGISTERED' tab to see a completed list of all the courses that you have registered for this term.



Dropping a Course

Steps:

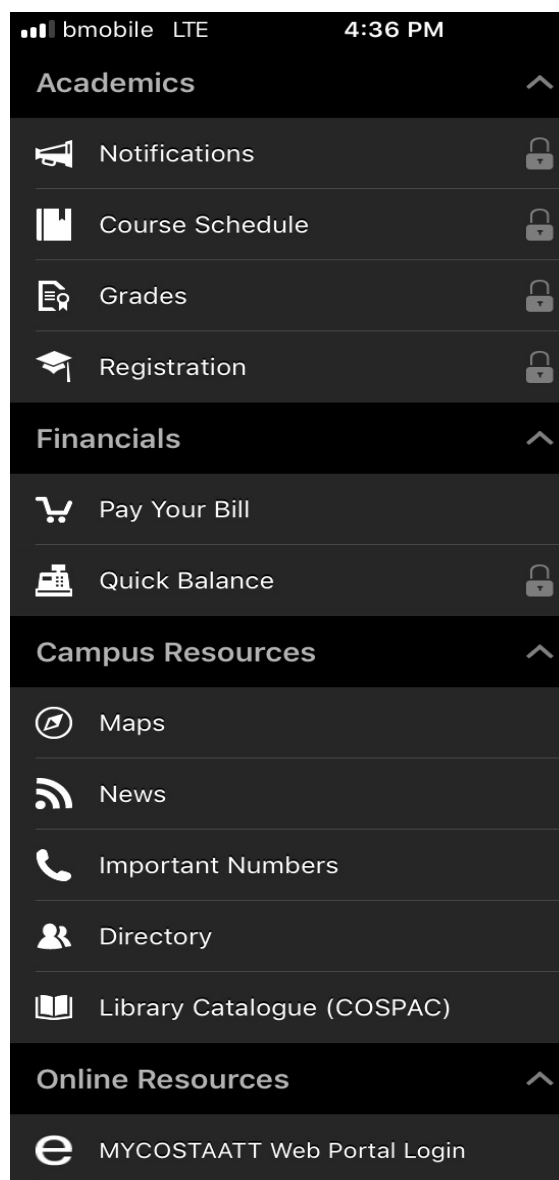
1. Tap on the 'REGISTERED' tab
2. Tap on the course you intend to drop. A checkmark should appear when selected.
3. Tap 'DROP' on the bottom of the screen
4. You will be prompted to confirm the action. Tap 'OK'
5. Once successfully dropped, you should see a screen similar to this one listing the courses you were successfully dropped from.



Banner Mobile: Pay Your Bill

Paying College Fees and/or Tuition Online

1. Go to *Pay Your Bill* under the **Financials** section in the menu

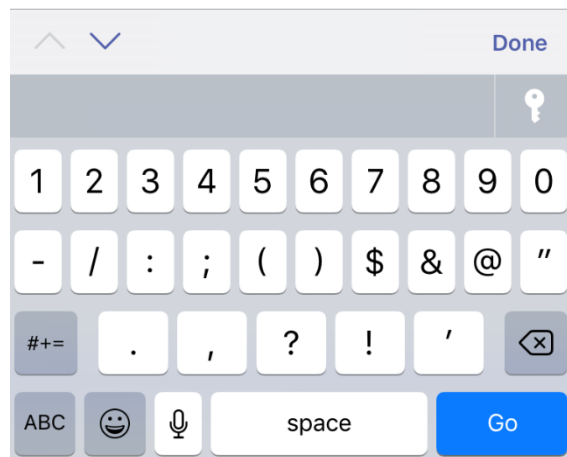
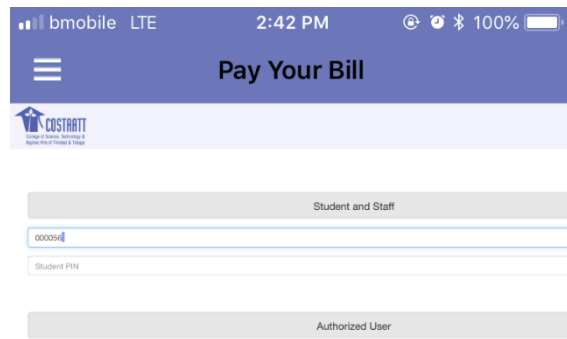


2. Select *Student and Staff* and enter your credentials.

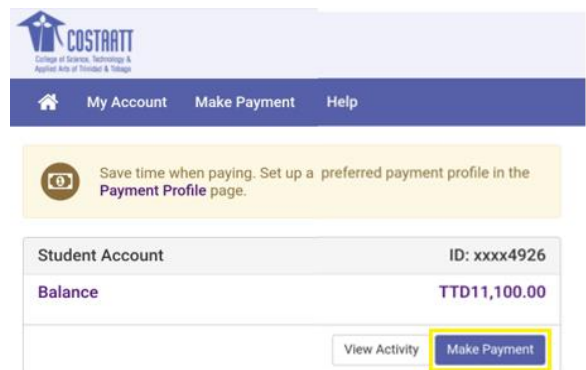
NOTE: Use your username and password for Self Service Banner:

Username: Banner ID

Password: Six Digit PIN



3. Once you have your credit card details handy, select *Make a Payment*



4. You may choose to *Pay by term* or *Pay by line item*.

9:02 a.m. 93%

Pay Your Bill

Payment Date: 8/14/18

☒ Pay by term

- ☒ Semester 3, 2017-2018
- ☐ Semester 2, 2017-2018
- ☐ Semester 1, 2017-2018
- ☐ Semester 3, 2016-2017
- ☐ Semester 1, 2016-2017
- ☐ Semester 3, 2015-2016
- ☐ Semester 1, 2013-2014

☐ Pay by line item

Paid items may appear in this list until the system is updated.

Show 10 entries

10:15 a.m. 69%

Pay Your Bill

☒ Pay by line item

Paid items may appear in this list until the system is updated.

Show 10 entries

Description ⌵

<input checked="" type="checkbox"/>	City Campus-Administration Fee
<input checked="" type="checkbox"/>	City Campus-Guild Fee
<input checked="" type="checkbox"/>	City Campus-Registration Fee
<input type="checkbox"/>	City Campus-Student Insurance
<input type="checkbox"/>	City Campus-Technology Fee
<input type="checkbox"/>	City Campus-Undergrad Tuition
<input type="checkbox"/>	City Campus-Undergrad Tuition

5. Note and confirm the *Payment Total* at the bottom.
Tap **Continue**.

The screenshot shows a mobile application interface for paying a bill. At the top, there is a status bar with a Wi-Fi icon, signal strength, 93% battery, and the time 9:02 a.m. Below the status bar is a dark blue header with a hamburger menu icon on the left, the text "Pay Your Bill" in the center, and share and print icons on the right. The main content area has a light gray background and contains three identical rows. Each row consists of a white rounded rectangle on the left containing the text "TTD900.00" and a white rounded rectangle on the right containing the text "900.00". Below these rows is a navigation bar with four buttons: "Previous", "1", "2", and "Next". The "1" button is highlighted with a dark gray background. Below the navigation bar, the text "Payment Total: TTD900.00" is displayed in a bold, black font. At the bottom right of the screen is a dark blue button with the text "Continue" in white. At the very bottom of the screen is a dark blue footer bar containing the text "Secured by touchnet" in white, with "touchnet" in a larger, bold font.

TTD900.00	900.00
TTD900.00	900.00
TTD900.00	900.00

Previous 1 2 Next

Payment Total: TTD900.00

Continue

Secured by touchnet

6. Select the method of payment from the drop down provided. Click Continue.

Though the online payment system is designed to accept both debit and credit cards, our merchant bank only accepts credit card payments from the following providers:



93%

9:02 a.m.

Pay Your Bill

Account Payment

\$

Amount

TTD900.00

Method

Select Method

Debit and Credit Card - We accept the following c

VISA

MasterCard


AMERICAN EXPRESS

DISCOVER

BCcard



DinaCard

7. Enter your card details and select **Continue** to confirm your payment.



92%9:04 a.m.

Pay Your Bill



Account Payment

\$

Amount

TTD900.00

Method


Credit or Debit Card


Account Information


* Indicates required fields


*Card number:


Debit and Credit Card - We accept the following c














Receipt

A receipt with your payment details will be emailed to you and is similar to what is seen below. Note carefully, the sender address and the subject to ensure you have received and are viewing a valid receipt.

From: paymentcenter@costaatt.edu.tt

Date: Tuesday, 26 June 2018

Subject: Thank you for your payment

To: 00012345@my.costaatt.edu.tt

Thank you for submitting the payment shown below. Please note that this payment is subject to approval and final verification.

Payment Details

Student Name: Jane Smith
Account Number: xxxx2345
Term: Semester 2, 2017-2018
Payment Method: xxxxxxxxxxxx1234
Amount: TTD410.00
Description: [Student Account Payment]
Confirmation Number: 20180626000000
Authorization Code: 123456

If you have any questions please contact paymentcenter@costaatt.edu.tt or Office of the Registrar at +1-868-625-5030 (extension 5902).

Thank you,
COSTAATT

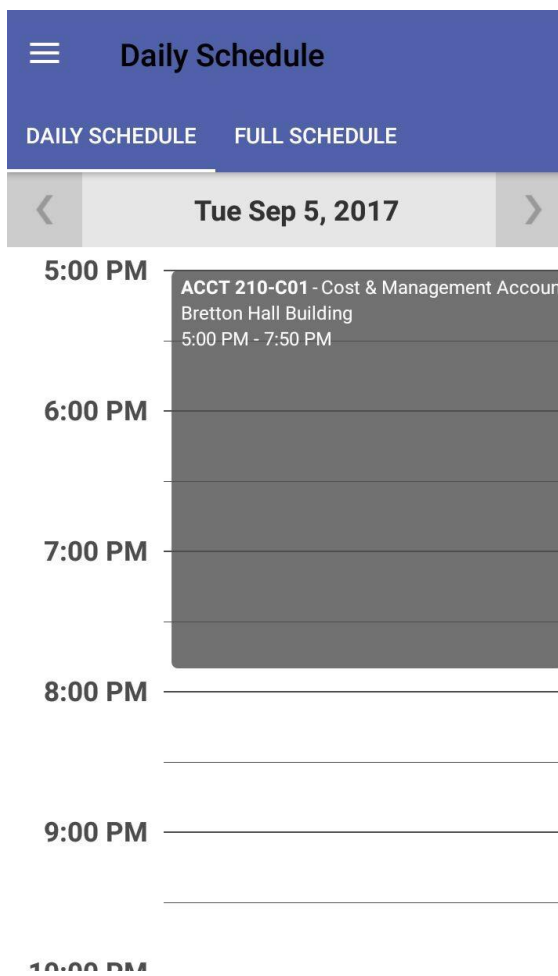
Banner Mobile: Course Schedule

Daily Schedule

Every day you can view your daily schedule to see the details for the classes you have to attend this semester.

Steps:

1. Tap on the main menu icon of the app
2. Tap 'Course Schedule'
3. Tap 'DAILY SCHEDULE'
4. The date will default to today's date so if you would like to see what your schedule looks like on another day, use the left and right arrows to navigate

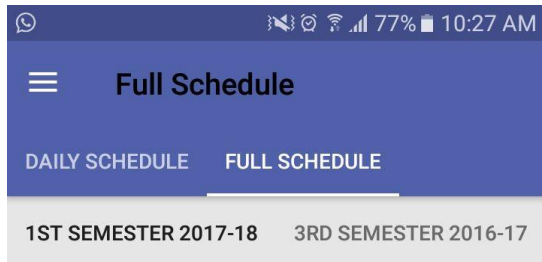


Full Schedule

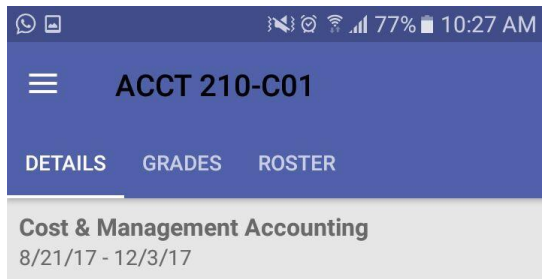
The full schedule gives broader details for the semester along with campus locations for each class, grades (if submitted by the lecturer) and the list of students in each class.

Steps:

1. Tap on the main menu icon of the app
2. Tap 'Course Schedule'
3. Tap 'FULL SCHEDULE'. A list of courses you are registered for will appear.
4. Tap the course you want more details on



ACCT 210-C01
Cost & Management Accounting



Tue: 5:00 PM - 7:50 PM | UG

[Bretton Hall Building](#)

CC

Faculty


[Khan, Jerome R.](#)

Cost & Management Accounting

Banner Mobile: Grades

Steps:

1. To view grades, tap on the main menu icon and go to 'Grades'
2. Select the term you would like to see grades for by tapping 'TERMS' on the upper right corner of the screen. A list of all the courses taken in that term will appear along with the respective final grades that were issued.

 Grades		TERMS
3RD SEMESTER 2016-17		2ND SEMESTER 2016-17
STAT 120-C05 Fundamentals of Statistics		
Final Grade Last Updated: 8/14/17 10:28 AM		B

Help

Registration Help

If you have a query regarding your inability to register, or concerns about courses, you must contact the Office of the Registrar:

Office of the Registrar

City Campus, Ground Floor

1 868 625 5030 ext. 5902

registrar@costaatt.edu.tt

Technical Help

For technical problems, or if you need help accessing the mobile app service, you can visit the IT Helpdesk at your campus.

IT Helpdesk

ithelpdesk@costaatt.edu.tt

Tel: 1 868 625 5030 ext.

- City Campus – 5288
- Chaguanas Campus – 5388
- El Dorado Campus – 5888
- South Campus – 5788
- Sangre Grande Campus – 5688
- North Learning Centre – 5088
- Tobago Campus – 5677

Confidential Business Information

This learning guide is intended solely for use by staff, students and prospects of the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT).

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