

## Instructions to Register in Banner



1. Go to the Delta home page [www.ladelta.edu](http://www.ladelta.edu) and click on LoLA or type [my.lctcs.edu](http://my.lctcs.edu) in the address bar.

2. Login Page: (If you already know your username and password, you can begin logging into LoLA)

a. Username (If you need to look up your username, click on Don't know your username? The following popup will appear:)

A screenshot of a web browser showing the LoLA login page. The browser's address bar displays 'https://my.lctcs.edu/cp/home/displaylogin'. The page features the LoLA logo at the top left and a navigation bar with various college logos. Below the navigation bar, there is a 'LOGIN TO LOLA' section with fields for 'User Name' and 'Password'. A 'Username lookup' popup window is overlaid on the page, containing fields for 'Your Social Security #' (with a masked input 'XXX-XX-XXXX'), 'Your date of birth' (with dropdown menus for month, day, and year), and a 'FIND MY USERNAME' button. The background page also includes a 'CHANGE YOUR PASSWORD' link and a 'Welcome to LoLA' message.

i. Enter your SSN and Date of Birth

- If your username has been created, it will appear after you enter the requested information
- If you received a problem message, contact Enrollment Services at 318-345-9003 or [enrollmentdept@ladelta.edu](mailto:enrollmentdept@ladelta.edu)

b. Password (For the password you can do one of two things)

i. Changing Password

1. If you have forgotten your password, click on “Don't know your password?”
2. You will be asked a second time for your SSN and Date of Birth
3. You will be prompted to enter your new password with the following rules:
  - a. Must be between 12 and 20 characters long
  - b. Must contain at least one letter and one number
  - c. Must have one of the five following special characters: @ % \* = +
  - d. **It cannot contain any part of your name.**

ii. Using the temporary password (first time users only)

1. Your temporary password should be:

Your first name initial (lower case) + your last name initial (lower case) + your six digit birthdate (mmddy) + P@ss

2. Example: If your name is John Doe and your birthday is March 5, 1990 your temporary password would be: **jd030590P@ss**

3. Once you have logged into LoLA you will be asked to change your password. Your new password must follow all rules listed on the set password page:

- a. Must be between 12 and 20 characters long
- b. Must contain at least one letter and one number
- c. Must have one of the five following special characters: @ % \* = +
- d. **It cannot contain any part of your name.**

3. You should now see this screen:

MyLCTCS Student Home Student Resources Financial Aid February 9, 2015

**Welcome to LoLA**

Welcome **LoLA (Log-On Louisiana)** a powerful new online tool that will allow you to completely manage your college career. **LoLA** will be your 24/7, one stop resource for the upcoming semester. You can use **LoLA** to:

- Monitor your financial aid application
- Register for classes
- Review your class schedule
- View your work study or student worker schedule
- Check on important upcoming dates
- Catch up on campus news and announcements

If you need assistance with LoLA, please send an email to [support@lctcs.edu](mailto:support@lctcs.edu), chat live with the help desk or call the Support Line at (866) 217-8819.

**Announcements**

There are no announcements

**Self Service**

Self Service provides access to information based on your college and role. Links below will be displayed for each college you are affiliated with. Select the appropriate college to view your information choices for that college.

[Louisiana Delta Community College](#)

Click on *Louisiana Delta Community College* in the Self Service block.

4. This is the screen you should see next:

Personal Information Student Financial Aid

Search  Go

ACCESSIBILITY SITE MAP HELP

Your current Institution is Louisiana Delta Comm College

**Main Menu**

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Student**  
Apply for Admission, Register, View your academic records.

**Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

RELEASE: 8.7

Click **Student**

5. Now you should see the student menu:

Student Financial Aid

Your current Institution is Louisiana Delta Comm College

**Student**

**Admissions**  
Apply for Admission or Review Existing Applications

**Registration**  
Check your registration status, class schedule and add or drop classes

**Student Records**  
View your holds, grades and transcripts

**Student Accounts**  
View your account summaries, statement/payment history and tax information

RELEASE: 8.7

Click **Registration**

6. On the Registration menu click on **Add, Drop or Withdraw Classes**.

Registration Financial Aid

Your current Institution is Louisiana Delta Comm College

**Registration**

Select Term

**Add, Drop or Withdraw Classes**

Look Up Classes

Change Class Options

Week at a Glance

Student Detail Schedule

Registration Fee Assessment

Registration Status

Active Registration

Registration History

Concise Student Schedule

RELEASE: 8.7

7. On the Registration Term screen, use the drop down arrow to select the Semester in which you intend on registering for and click **submit**.

### Registration Term

FEU 09, 2012 09:33 AM  
Your current Institution is Louisiana Delta Comm College

Select a Term: Spring 2015 (January - May) ▼

Submit

RELEASE: 8.4

8. You should now see the Add Classes Worksheet:

### Add or Drop Classes

Your current Institution is Louisiana Delta Comm College

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Add Classes Worksheet

#### CRNs

         

Submit Changes Class Search Reset

9. You can add classes two different ways:

- If you know the Banner CRN's for your classes, you can add the classes in the **Add Class Worksheet** section by typing in the CRN in the boxes provided. Once the CRNs are typed in click on **Submit Changes**.
- If you were granted permission to register a class that was closed you **must** enter the CRN on the class worksheet. That is the only way you are able to register for a closed class. It will not allow you to select the class on the class search.

-OR-

- If you need to search for classes you can do so by clicking **Class Search**.

### Add or Drop Classes

Your current Institution is Louisiana Delta Comm College

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Add Classes Worksheet

#### CRNs

         

Submit Changes Class Search Reset

### Look Up Classes

Your current Institution is Louisiana Delta Comm College

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Academic Seminar  
Accounting  
Air Condition & Refrigeration  
Arts  
Automotive Technology  
Barber Styling  
Biology  
Business  
Business English/Communication  
Business Math

Course Search Advanced Search

c. You can search classes two different ways:

- You can click **Advanced Search**

## Look Up Classes

Your current Institution is Louisiana Delta Comm College

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:** Academic Seminar  
Accounting  
Air Condition & Refrigeration  
Arts  
Automotive Technology  
Barber Styling  
Biology  
Business  
Business English/Communication  
Business Math

Course Search **Advanced Search**

- Advanced Search** allows you to filter your selections by Subject, Course Number, Instructional Method, Campus, & Times just to name a few.

Use the **Subject scroll box** to locate your class subject (ex. MATH). You can also use the **Course Number** to search for a specific course (ex. 110). If you are looking for an online course you can use the **Instructional Method scroll box** to select *web-based* (this will only show you classes that are taught online for the subject and course number you have selected. Make sure you select the campus in which you plan on attending in the **Campus scroll box**. If you do not select the appropriate campus, once you hit **Section Search** it will show you every class offered on every campus for the subject and course number you have selected. Once you have filtered what you need then click **Section Search**.

**Subject:** Human Resource Management  
Industrial Maintenance Tech  
Information Communication Tec  
Information Systems  
Instrumentation  
Job Seeking Skills  
Keyboarding  
Machine Tool Technology  
Machine Transcription  
Mathematics

**Course Number:** 110

**Title:**

**Schedule Type:** All  
Combined Lecture/Lab  
Hybrid less than 50%

**Instructional Method:** Shop  
Traditional Lecture  
Web-based

**Credit Range:** hours to hours

**Campus:** All  
LDCC Bastrop  
LDCC Farmerville

**Part of Term:** All  
Non-date based courses only  
1st 8th Part of Term  
1st Quarter Part of Term

**Instructor:** All  
Abrams, Michael Jeremiah  
Allen, Christy Lynn

**Start Time:** Hour 00 Minute 00 am/pm am

**End Time:** Hour 00 Minute 00 am/pm am

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Section Search** **Reset**

d. On the Sections Found screen click the **check box** for the class that you want to register for

**Sections Found**  
**Mathematics**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribut
<input type="checkbox"/>	20015	MATH 110	A01	JA	3.000		College Algebra	TR	09:30 am-10:45 am	30	32	-2	Alton Braddock (P)	01/12-05/08	JALPBG L267	
<input type="checkbox"/>	20262	MATH 110	A02	JA	3.000		College Algebra	MWF	11:00 am-11:50 am	30	32	-2	Alton Braddock (P)	01/12-05/08	JALPBG L254	
<input checked="" type="checkbox"/>	20263	MATH 110	A03	JA	3.000		College Algebra	TR	12:30 pm-01:45 pm	30	30	0	Charles Banner (P)	01/12-05/08	JALPBG L254	
<input type="checkbox"/>	22216	MATH 110	A05	JA	3.000		College Algebra	MW	11:00 am-12:15 pm	30	28	2	Charles Banner (P)	01/12-05/08	JALPBG L260	
<input type="checkbox"/>	21626	MATH 110	A06	JA	3.000		College Algebra	TR	08:00 am-09:15 am	30	27	3	Charles Banner (P)	01/12-05/08	JALPBG L254	
<input type="checkbox"/>	20266	MATH 110	A07	JA	3.000		College Algebra	MW	05:00 pm-06:15 pm	30	26	4	Steve Crow (P)	01/12-05/08	JALPBG L267	
<input type="checkbox"/>	21627	MATH 110	A08	JA	3.000		College Algebra	TR	02:00 pm-03:15 pm	24	20	4	Philip Azad (P)	01/12-05/08	JALPBG L250	
<input type="checkbox"/>	20267	MATH 110	A09	JA	3.000		College Algebra	MWF	08:00 am-08:50 am	26	24	2	Janis E Lavigne (P)	01/12-05/08	JALPBG L259	
<input type="checkbox"/>	22280	MATH 110	A10	JA	3.000		College Algebra	TWR	10:46 am-11:42 am	15	12	3	Oscar Carter (P)	01/12-05/08	JALPBG	
<input type="checkbox"/>	20269	MATH 110	A11	JA	3.000		College Algebra	MWF	09:00 am-09:50 am	30	31	-1	Janis E Lavigne (P)	01/12-05/08	JALPBG L267	
<input type="checkbox"/>	20270	MATH 110	A12	JA	3.000		College Algebra	MWF	11:00 am-11:50 am	30	29	1	Janis E Lavigne (P)	01/12-05/08	JALPBG L253	
<input type="checkbox"/>	20271	MATH 110	A13	JA	3.000		College Algebra	MW	02:00 pm-03:15 pm	30	31	-1	Charles Banner (P)	01/12-05/08	JAATCR A103	
<input type="checkbox"/>	20272	MATH 110	A14	JA	3.000		College Algebra	R	06:30 pm-09:00 pm	30	31	-1	Alton Braddock (P)	01/12-05/08	JALPBG L261	

Register   Add to WorkSheet   New Search

Once you have selected the class you intend on registering for Click **Register**

Repeat steps until all classes are registered for.

10. When all classes are added your class worksheet should look like this:

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.  
Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Jan 05, 2015	None	20178	HIST	202	A03	Undergraduate	3.000	Standard	Letter	Hist of the U S 1877-Present
**Registered** on Jan 05, 2015	None	20098	ARTS	120	A03	Undergraduate	3.000	Standard	Letter	Art Appreciation
**Registered** on Jan 05, 2015	None	20197	PSYC	227	A01	Undergraduate	3.000	Standard	Letter	Adolescent Psychology
**Registered** on Jan 05, 2015	None	20122	ENGL	102	A13	Undergraduate	3.000	Standard	Letter	English Composition II

Total Credit Hours: 12.000  
Billing Hours: 12.000  
Minimum Hours: 0.500  
Maximum Hours: 18.000  
Date: Feb 09, 2015 10:48 am

**Add Classes Worksheet**

**CRNs**

Submit Changes   Class Search   Reset

11. Once you have confirmed that all classes are registered click the **RETURN TO MENU** link.

Personal Information **Student** Financial Aid

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

L01284990 Johnathon T. Hoggatt  
Spring 2015 (January - May)  
Feb 09, 2015 10:48 am  
Your current Institution is Louisiana Delta Comm College

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on May 02, 2012	None	10072	CINS	101	A04	Undergraduate	3.000	Standard	Letter	Introduction to Computers
**Web Registered** on May 02, 2012	None	10148	BUSN	210	A02	Undergraduate	3.000	Standard	Letter	Principles of Management
**Web Registered** on May 02, 2012	None	10026	ACCT	201	A01	Undergraduate	3.000	Standard	Letter	Intro to Financial Accounting

Total Credit Hours: 9.000

Billing Hours: 9.000

Minimum Hours: 0.001

Maximum Hours: 18.000

Date: May 02, 2012 11:30 am

12. From the Registration screen select **Concise Student Schedule** to see a copy of your schedule

**Level:** Undergraduate  
**College:** Business & Info Technology  
**Major and Department:** Business Technology (AAS), Business & Office Technology  
Business & Info Technology

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
10026	ACCT 201 A01	Intro to Financial Accounting	LDCC Monroe	3.000	UG	Aug 20, 2012	Dec 06, 2012	MWF	12:00 pm - 12:50 pm	TBA	TBA
10148	BUSN 210 A02	Principles of Management	LDCC Monroe	3.000	UG	Aug 15, 2012	Dec 06, 2012	TR	11:00 am - 12:15 pm	Louisiana Purchase Bldg-Monroe L363	TBA
10072	CINS 101 A04	Introduction to Computers	LDCC Monroe	3.000	UG	Aug 15, 2012	Dec 06, 2012	MW	2:00 pm - 3:15 pm	Louisiana Purchase Bldg-Monroe L351	TBA
				<b>Total Credits:</b>	<b>9.000</b>						

13. Click the **Logout** button located on the upper right side of your screen.

DELTA

Back to MyLCTCS Tab

Logout Help

14. Wait for the message screen to disappear and then close your browser window.

15. Soon you will be able to check your **Account Balance, Financial Aid, and other relevant information.** Check you LA Delta email account for updates about LoLA.