



Welcome John Doe  
You are currently logged in.

### My Account



**Fall 2009**

5,019.00



Account Balance

**\$5,019.00**

### Registration Tools



Registration Status

Look Up Classes

Add or Drop Classes

Change Class Options

### Banner Tutorials for Students



#### Student System Tutorials

#### Registration - Add Classes

Narrated tutorial video on how to add classes using the online registration tools.

#### Registration - Drop Classes

Narrated tutorial video on how to drop classes using the online registration tools.

#### Registration - Check List

### Payment instructions for your Emporia State University bill

- 1) Go to <http://buzzin.emporia.edu>
  - a) Login: Username and Password
    - i) Contact the Help Desk for Login Questions (620-341-5555)
- 2) Select the Academic Life Tab
- 3) Select the **credit card icon** next to the dollar amount under your "My Account" Section
- 4) Fill in the appropriate information
- 5) Logout

### Print Student Class Schedule

- 1) Log in to Buzz In
- 2) Select the Academic Life Tab
- 3) Select **"Look Up Classes"**
- 4) Click on the Student and Financial Aid Tab
- 5) Registration
- 6) Student Detail Schedule
- 7) Print

### Confirm Address and Phone Number

- 1) Log in to Buzz In
- 2) Select the Academic Life Tab
- 3) Select **"Registration Status"**
- 4) Select the "Personal Information Tab" in the upper left hand corner
- 5) Click on "View Addresses and Phone Numbers"
- 6) Contact Registration if changes need to be made (620-341-5211)