

To log into the registration test environment **off campus**:

1. Navigate to remote.kenyon.edu in a web browser.
2. Sign in and authenticate with Duo.
3. Click the link labeled "Personal Access Pages."
4. Sign in and authenticate with Duo.
5. Click on "**MyBanner Test Environment**." (picture below)
6. A new tab will open and you will be signed in automatically to the Test Environment. *(see below)

To log into the registration test environment **on campus**:

1. Enter mybanner.kenyon.edu.
2. Sign in and authenticate with Duo.
3. Click on "**MyBanner Test Environment**." (picture below)
4. Continue through the test environment as normal. *(see below)

Personal Information Student Services & Financial Aid Employee

Search Go

Main Menu

Personal Information
Update addresses, contact information ; Change your PIN.

Student
Apply for Admission, Register, View your academic records and Financial Aid

Employee
View timesheets, paystubs, W2 and T4 forms,W4 data.

MyBanner Test Environment ←
Web Registration test environment

RELEASE: 8.8.2

*Once logged in, Click on Student – Registration – Select Upcoming Term – Submit

Choose Add or Drop Classes. **This is where you will need to enter the alternate PIN for the test environment, which is 111111. Do not use the PIN you received on the colored card.**

Enter the CRN's of your course choices into the boxes at the bottom of the page and then click Submit Changes.

IMPORTANT NOTE: If you are unable to register for a course, note what error message you received. The Registrar's Office will need to know what the error message is to be able to assist you.

If you need to have your pin reset for your personal access pages, contact HELPLINE at 740.427.5700 or helpline@kenyon.edu.