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

1. Navigate to [remote.kenyon.edu](http://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](http://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)*

*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.**

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, read what error message you are getting. We need to know what the error message is to be able to assist you.

If you need to have your pin reset, please contact HELPLINE at 740.427.5700 or helpline@kenyon.edu