



# Student Records

## Viewing Final Grades, Academic Transcript, etc.

### Bannerweb Log-In Instructions:

1. Go to [www.albanytech.edu](http://www.albanytech.edu)
2. Select BannerWeb > You will be taken to the Single SignOn pageEnter Secure Area:
  - User Name: Student Email (Student Email= First Initial of First Name, Last Name, Last four of Student ID Number@student.albanytech.edu)
  - Password is Date of Birth - MMDDYYYY format (Be sure to use ALL numbers in your birth year)
3. Click on Student Services & Financial Aid
4. Click on Student Records
5. Click on...

<p><b><u>Student Information</u></b></p> <p>To View your Registration information and Program of Study Information</p>	<p><b><u>View Student Holds</u></b></p> <p>Click to view if you have any holds on your student account.</p>	<p><b><u>Final Grades</u></b></p> <p>To View your final Grades from the last semester.</p>
<p><b><u>Academic Transcript</u></b></p> <ul style="list-style-type: none"><li>• To View all transfer credits awarded.</li><li>• View your ATC academic history</li><li>• View your GPA</li><li>• View number of credit hours</li></ul>	<p><b><u>View Status of Transcript Request</u></b></p> <p>To View any transcripts processed/ordered by you. *Please note* -Any request after June 2017 – follow-up with TranscriptsPlus at 1-847-716-3005.</p>	<p><b><u>Account Detail for Term</u></b></p> <p><b>To Pay for Classes Online:</b></p> <ul style="list-style-type: none"><li>• At the bottom of the page, click on <b><u>“Pay Online”</u></b>.</li><li>• Click on the dropdown menu to find the semester to pay.</li><li>• Click on “Select Term”</li></ul>
<p><b><u>Account Summary by Term</u></b></p> <p>To View your account summary for each term of your attendance.</p>	<p><b><u>Account Summary</u></b></p> <p>To View your overall account summary.</p>	<p><b><u>Tax Notification:</u></b></p> <p>To View and print 1098-T Tax Forms.</p>
<p><b><u>National Student Clearinghouse Self-Service</u></b></p> <p>To View your enrollment verifications. (Current or All)</p>	<p><b><u>Order Official Transcript</u></b></p> <p>To Order your Official Albany Technical College Transcript. Cost is \$7.50 per transcript.</p>	<p><b><u>Registrar’s Office</u></b></p> <p>You may send an email to <a href="mailto:Registrar@albanytech.edu">Registrar@albanytech.edu</a> for more information. Or Call 229-430-3510.</p>