

## How To Review Transcripts

1. Click the "BANNER" button at the top of the page to continue to Chattahoochee Tech's BannerWeb page
2. Select the BannerWeb link/logo to continue to the secure area
3. Click ENTER SECURE AREA
4. Login using your ID (Social Security Number) and PIN (numeric date of birth) Example: SS# = 123456789 (no dashes) Example: Numeric birth date = 010205
5. The first time you login you will be asked to provide and answer a question. Example: What is the name of my dog? Answer: Phantom
6. Select Student Services and Financial Aid
7. Select Student Records
8. Select Academic Transcript