



Introduction to ROAR

Academic Computing Support Services

815.599.3403

Get Started

ROAR, aka self-service Banner, is the web-based program used by faculty to access class lists, override pre and co-requisites and to enter grades. It is used by students to: register, view grades, transcripts and bills, and to update personal information. It can be used from on campus or from off-campus anywhere that you have an internet connection.

Log In

1. Use Internet Explorer to go to the Highland website at <http://www.highland.edu>
2. Click the orange "Login to HCC" button on the far, right side.
3. Click the large, ROAR icon
4. If you receive a Security Alert warning, click YES to proceed.
5. Enter your nine-digit number as your User ID. If this is your first time, click the "Look up My ID" button and then enter the required data to get your id.



 **Look up my ID**

User ID:

PIN:

6. After entering the id, press TAB.
7. Enter your six-digit birthday for your Pin if you have never logged in before.
8. Next, you are prompted to reset your pin or password. Your new Pin must be exactly six characters long.
9. **Create a Security Question.** Type in the question and the answer to the question, e.g. "What is my mother's maiden name?" If you forget your pin, answering this question will enable you to re-enter the system and create a new pin.
10. **Terms of Usage.** Click OK to continue.
11. **Faculty & Advisors.** Click on this menu item to access your class schedule,

wait lists, etc.

I forgot my pin – what do I do?

Students and faculty who forget their pin will call Admissions and Records at 599-3496 or email admissions@highland.edu

Time Out

You are logged out of the system after 5-minutes of inactivity. Click Submit frequently while entering grades or registering to save your work.

Faculty & Advisors

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Faculty Detail Schedule

Lists instructor schedule details for a specified term, e.g. meeting times, day, location, maximum enrollment and duration.

Detail Class List

Lists enrolled students with details including student major and demographics (link). Also summarizes enrollment and wait list numbers.

Detail Wait List

Lists students on the Wait List including their registration number (order in which they registered), date and time they went on the Wait List and link to student demographic information.

Registration Overrides

Enables instructor to override pre-requisite and/or co-requisite. This override is changed live in Banner and therefore, no further paperwork is required for Admissions.

Student Information Menu

Transfer credit, Institution Credit, Transcript Totals and Courses in Progress are listed here. This highly confidential information must be handled carefully. See below: