How to Log into Self Service Banner (SSB) and Internet Native Banner (INB)

Please be advised:

- Only individuals with assigned Banner accounts and IDs can access and use Banner.
- All Students receive a Banner ID upon admittance to The Graduate Center and are notified via mail.
- All Faculties receive Banner IDs and accounts from Office of the Provost.
- Certain Full Time Staff can also access Banner and are provided IDs and accounts via their department.

The following are examples of some of the ways Banner can be used:

- **Students:** Register, Pay Bills, View/Accept Financial Aid, View Network Account, etc.
- **Faculty:** View Schedule, Course Details, Class Rosters, Assignment History, etc.
- **FT Staff:** Complete on-line timesheet, view leave balances.

Note: You can contact IT Services at itservices@gc.cuny.edu if you are experiencing difficulties connecting to the SECURE WEB AREA

1. Log in to Banner.

**For Faculty and Students - Log in Using Self Service Banner (SSB)**

a) Go to the Graduate Center’s home page (Fig. 2).
b) Click on the GC Portal link (Fig. 2).

![Fig. 1. GC Portal link on the GC home page](image-url)
c) Click on the **Self-Service Banner Login** link.
d) Enter your **Banner ID** and **password** in the appropriate fields (Fig. 4).

![Fig. 4. Self Service Banner login screen](image)

**Banner ID Questions**

A list of Banner ID related questions answers (Fig. 5) is available on the GC Banner Assistance web page at: [http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Information-Technology/IT-Service-Catalog/Banner-ID-Assistance](http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Information-Technology/IT-Service-Catalog/Banner-ID-Assistance).

**For Administrative Staff - Log in Using Internet Native Banner (INB)**

a) Go to the **S:\ drive**. (Start button >> Computer >> S:\ drive.)
b) Open the **GC_Banner_docs folder**.
c) Open the file: **All Banner links. htm**.
d) Click on the link listed for Banner **PROD** (Fig. 6).

![Fig. 6. INB PROD link](image)
e) Enter your Banner ID and password in the login screen (Fig. 7).

![Fig. 7. INB Login screen](image)

You will gain access to information based on your ID and security level.

**Note:** You may need to change your password. If a message for this pops up, click OK. Enter a new password and retype it again. Passwords are updated every 180 days via automatic prompt asking to make a change. Your new password must be a minimum of 8 characters in length, must contain a numeric character (1-9), and must contain a punctuation mark except these (@ $ ` ( ), <> ; = #). Your Banner password is **not** case-sensitive.