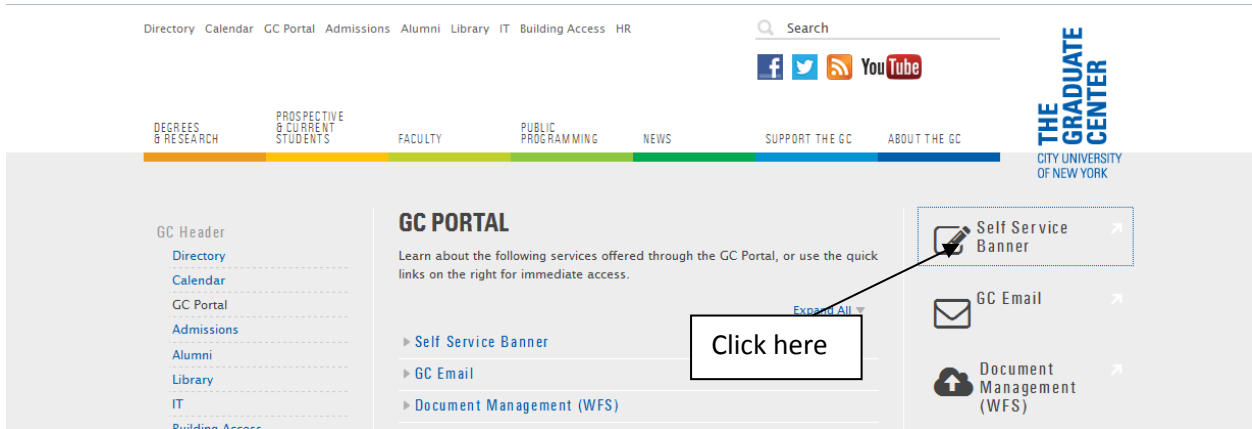


# How to Login to Faculty Web

Go to the Graduate Center Home Page: [www.gc.cuny.edu](http://www.gc.cuny.edu) and click on the **Portal** link



Click on the Self Service Banner link to access the login page:



Enter your Banner ID and PIN in the appropriate fields. If you are logging into web for faculty for the first time, your default PIN is 77xxx where xxx represents the last 4 digits of your social security number. In other words, if your social security number ended with the numbers 1234 then your PIN was set to 771234.



Please enter your Banner Identification Number and your Personal Identification Number below. When finished, click Login.

If you have forgotten your PIN, enter your Banner ID number and then click on the [Forgot PIN?] button below.

**Beginning with the Fall 2011 semester, the CUNY Graduate Center will offer affordable housing to doctoral students, postdoctoral fellows, members of the faculty. For more information, visit the [housing website](#).**

Please note that the Student and Faculty [login times](#) are **US(EST) to 3:15am US(EST)**.

**Banner ID (Numeric):**  **Enter your Banner ID here**

**Banner PIN (Alpha-Numeric):**  **Enter your PIN here. If you need your PIN reset you must contact the Provost's Office**

**To protect your privacy, be s**

**Click here after entering your Banner ID and PIN**

Below is a screen shot of the main menu:

**Personal Information** **Faculty Services** **Academic Administrator Reports**

Welcome, \_\_\_\_\_ to the Banner Student Web and Banner Faculty Web Information System! Last web access on Aug 22, 2011 at 04:48 pm

[Personal Information](#)

View your address & phone number; Change your PIN; Change Security Question; Update Emergency Contacts; View GC Network Account and GC Email Address.

[Faculty & Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

[Academic Administrator Reports](#)

View EO Reports (Authorized Users Only)

[Web for Financial Manager Reports](#)


Review Financial Manager Reports by Organizational Codes and Fund Codes.

[Return to Homepage](#)

Before you see the main menu you may have to navigate through one or more of the following screens:

**PIN CHANGE**

## Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Login

If you are logging in for the first time or had your pin reset you will see this screen. In such cases, your old PIN is 77xxxx where xxxx is the last 4 digits of your social security number

Your new PIN must be 6 characters long.

## Terms of Usage Page

### Terms of Usage

#### ALL USERS PLEASE NOTE:

This area contains secure information. Unless otherwise noted, any information you enter or change will become effective immediately. You are responsible for any changes made ID. Please do not share your ID or PIN with others.

#### FACULTY AND STAFF PLEASE NOTE:

You are entering a secure information area. The information available through this site, in compliance with Federal, State and University regulations, is to be used solely for Graduate related work and not for personal use. All information viewed in this secure area is confidential and disclosure of such information is prohibited by Federal Law (The Family Educational and Privacy Act of 1974).

If you agree to these terms of usage please click on the Continue button. If you do not, please Exit.

Continue

Exit

Click here to continue after reading and agreeing to the terms of usage

## Security Question and Answer

If you see this screen, you must choose two questions and enter answers to each of them. These 'challenge' questions will appear if you click on the forgot my PIN button at the login screen.

## Security Question and Answer

The Graduate Center requires you to enter two challenge questions that you can use to verify your identity if you have forgotten your PIN for Self Service Bar choose from a list of standard challenge questions OR you may create your own questions. Below, please choose or write the FIRST question and then you will do the same for the SECOND challenge question.

Please Confirm your Pin:

### Question number 1 of 2.

Choose from a list of standard challenge questions

Question:

Answer:

OR create your own question below

Question:


Answer:

Submit

Reset

You will have a choice of questions to answer. Remember to answer 1 question, then click submit and then select a second question.

Choose from a list of standard challenge questions

<b>Question:</b>	What is the city of your birth? 
<b>Answer:</b>	Not Selected
OR create your own question below	What is the city of your birth?
<b>Question:</b>	What is your father's middle name?
<b>Answer:</b>	In what city was your mother born?
	Who was your childhood hero?
	What was the name of your best childhood friend?
	What was the name of the first school you ever attended?