How to Login to Faculty Web

Go to the Graduate Center Home Page: www.gc.cuny.edu and click on the Portal link

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

Click here
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 77xxxx were xxxx 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.

Below is a screen shot of the main menu:

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 to your personal information. 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 Grad and 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 Rights 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

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 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

<table>
<thead>
<tr>
<th>Question:</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the city of your birth?</td>
<td>Not Selected</td>
</tr>
<tr>
<td>What is your father's middle name?</td>
<td></td>
</tr>
<tr>
<td>In what city was your mother born?</td>
<td></td>
</tr>
<tr>
<td>Who was your childhood hero?</td>
<td></td>
</tr>
<tr>
<td>What was the name of your best childhood friend?</td>
<td></td>
</tr>
<tr>
<td>What was the name of the first school you ever attended?</td>
<td></td>
</tr>
</tbody>
</table>

OR create your own question below

<table>
<thead>
<tr>
<th>Question:</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>