How to Login to the Faculty Web

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

2. Click on the LOGIN TO SECURE AREA link:

---

**PLEASE READ:**

Important changes to online payments as of January 1, 2009 [pdf]

**LOGIN TO SECURE AREA**

STUDENTS: Pay Bills, View and Accept Financial Aid, Register, View Records.

FACULTY: View Schedule, Course Details, Class Rosters, Assignment History.

If you are not able to see the LOGIN TO SECURE AREA link please copy-paste the following URL in your browser:

https://banner.gc.cuny.edu/prod/plsql/twbkwbis.P_WWWLogin
3. 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 where 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.

Enter your Banner ID here

Enter your PIN here. If you need your PIN reset you must contact the Provost’s office

Click here after entering 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 Apr 15, 2010 at 04:48 pm

Personal Information
- View your address & phone number
- Change your PIN
- Change Security Question
- Update Emergency Contacts

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
- View 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

If you log in for the first time or need 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 using your 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 Graduates Center 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 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.

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 Banner web. You must EITHER 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 be prompted on the next page to 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: What is the city of your birth?
Answer: 
OR create your own question below
Question: 
Answer: 

Submit   Reset

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

Question number 1 of 2.
Choose from a list of standard challenge questions
Question: What is the city of your birth?
Answer: Not Selected
OR create your own question below
Question: What is your father’s middle name?
Answer: 
Question: In what city was your mother born?
Answer: 
Question: Who was your childhood hero?
Answer: 
Question: What was the name of your best childhood friend?
Answer: 
Question: What was the name of the first school you ever attended?
Answer: 

Submit   Reset