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

**For Staff Only**

If you are a Banner user (not a student), the following databases can be accessed through the links below:

**PROD**
Live Banner Database.

**PPRD**
Pre-production Banner Database. This is the database where all pre-production testing is performed. This is refreshed/cloned from the production database the first week of odd-numbered months.

Test Banner Database. Here major upgrades and patches are tested before importing them to the production database. This is refreshed/cloned from the production database every four months (January, May, and September).

1. You should first turn off your Pop-up Blocker. (Tools >> Internet Options >> Privacy tab >> uncheck **Turn on Pop-up Blocker** (Fig. 1).

2. Log in to Banner.

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

a) Go to the Graduate Center's home page at [http://it.gc.cuny.edu](http://it.gc.cuny.edu) (Fig. 2).

b) Click on the **Portal** link (Fig. 2).

![Portal link on the GC home page](http://www.gc.cuny.edu/Home)
c) Click on the **Self-Service Banner Login** link (Fig. 3).

![Fig.3. Link to login to Self Service Banner](image)

**Banner ID Questions**

A list of Banner ID related questions answers (Fig. 5) is available on the GC IT web page at: [http://www.gc.cuny.edu/GC-Header/Portal](http://www.gc.cuny.edu/GC-Header/Portal).

![Fig.5. List of Banner ID Questions](image)

**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).

Leave the Database field blank.

![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.