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 Login to Secure Area link:
Click on the Banner Login link:

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.
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**

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**

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: What is the city of your birth?
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
Question: What is the city of your birth?
Answer: Not Selected
What is the city of your birth?
In what city was your mother born?
What was the name of your best childhood friend?
What was the name of the first school you ever attended?

Submit  Reset