

## Log In to BANNER

Your username will be the same as your username for email and NTNET; your password, however, will be different.

(You will be given a password initially. This password is case sensitive. As soon as you enter your password, Banner will tell you your password has expired. Click Ok and then type that same password again on the first line where it says "Old Password". You will then type a new password on the second and third lines after you type your old password. Make your password something easy for you to remember because you may go a few weeks at a time between uses in Banner. You can then disregard your old password and use your new password next time you log in to Banner. If you need to have your password reset you can call or email the Registrar's Office at 9417 or [registrar@tarleton.edu](mailto:registrar@tarleton.edu).)

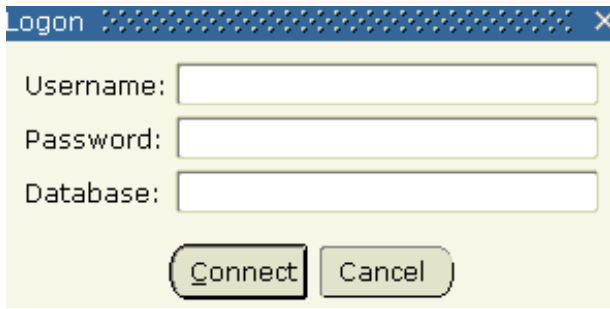
**Step 1:** Go to [www.tarleton.edu](http://www.tarleton.edu). Type in Banner in the search box and click on the first link titled Banner Student System Services:

The screenshot shows the Tarleton State University website with a search bar in the top right corner containing the word "banner". A red arrow points to the search results. The first result is "Banner Student System Services - Tarleton State University" with a red arrow pointing to the link. Other results include "Creating a Banner in Blackboard Learn 9", "Banner Training", "Banner General Information - Tarleton State University", "Banner Security - Tarleton State University", "The Star-Spangled Banner Lesson Plan", "Log-in to Banner Proper", and "Creating a Banner in Blackboard Learn 9".

**Step 2:** Click Banner

The screenshot shows the Tarleton State University website with the "Banner Student System Services" menu expanded. A red arrow points to the "Banner" link in the menu. The menu items are: University Calendar, Catalog, Course Schedules, Contact Us, Banner, DuckTrax (Web Self Service), Banner Online Reports, Imaging System, and SurveyDig.

**Step 3:** Enter Username and Password and click Connect (You do not need to enter anything for Database)



A screenshot of a 'Logon' dialog box. The title bar is blue with the text 'Logon' and a close button. The dialog has a light yellow background. It contains three text input fields: 'Username:', 'Password:', and 'Database:'. Below the fields are two buttons: 'Connect' and 'Cancel'.

Logon

Username:

Password:

Database: