

## **BANNER ACCESS**

Banner is a higher education software system. Banner is part of all university functions including human resources, admissions/records and registration, financial aid, and finance. "Student and Financial Aid" Banner impacts ECU students most directly and enables students to more easily access educational information and register for classes.

### **How do Advisors Access Banner?**

Advisors can access Banner to view student information via their One Stop account. *Access your One Stop tools page and select Banner Self Service. You should see a Faculty and Advisor Menu option. If you do not have this option, email [Regis@ecu.edu](mailto:Regis@ecu.edu).*

### **Need Additional Banner Access?**

If your position requires additional Banner access, you will be asked to take the FERPA Quiz found on your tools page. After successfully passing the quiz, you may request Banner access by selecting the Banner Security Request link.

### **How do Advisors use Banner Self Service?**

After accessing the Banner Self Service account, advisors have two menu choices under "Faculty and Advisor". The first menu, "Course Options" focuses on course management, the second menu, "Advisee Information" focuses on individual student records.

### **How do students access their Banner Self Service Account?**

1. Log onto the ECU home page at <http://www.ecu.edu/>.
2. At the top right of the ECU home page, select the stop sign icon to go to your OneStop account.
3. Enter your Pirate ID and Passphrase located on the left side of the OneStop screen.
4. Look for the "Banner" box on your OneStop tools page.
5. Select "Banner Self Service".
6. From the Banner main menu, select the information you need.