How to Complete a LOA Revision in Banner

A LOA Revision is used to make a change to a current LOA or a Return from LOA.

To get started:

1. Navigate to the Banner website: [https://banner.ecu.edu/](https://banner.ecu.edu/) and select Production-Internet Native Banner (INB).

2. Enter your Username and Password and press Enter. The Database field should remain empty.  
   *Note: If you don’t know your Password please contact the Helpdesk (328-9866) to request a reset.*

3. To access the form, in the Go To field enter NZALOAR and press Enter.

4. Select the Action you are revising. Depending on the Action you selected, sections of the form will be grayed out.

5. Enter the Banner ID and press Enter to populate the same fields as mentioned above.
6. Enter the same information as on the original form that was submitted *(refer to the original confirmation email you received).*

7. Put a check in the box noting a revision. Input explanation for the revision.

8. Once you have verified all the information is correct click the **Submit** button. There will be a pop-up box that reads, “Please confirm you are ready to submit your request. Yes or No.” When you select **Yes** the form is cleared and you will receive an email from **HR-BENEFITS@ecu.edu** summarizing what you just submitted.