How to Log into Banner

A Step by Step Guide
Step One

- http://www.yu.edu/myyu
Step Two

- Click on ‘Faculty, Students and Staff’
Step Three

- Your ‘User ID’
  - 9 digit number beginning with 800 or 999
  - ‘User ID’ is unique for each individual
  - Call the Registrar if you lose your ‘User ID’
Step Four

- Your PIN number

- First time users click on ‘Reset my PIN’
  - You will be prompted for your ‘User ID’ and YU email address
  - A random PIN will be emailed to your YU account
  - Login with your new PIN
  - The system will say your PIN has expired (See next slide)
  - Choosing a new PIN
    - 6 digit number code
    - Numbers cannot be consecutive (eg. 123456, 654321, 111111 or 222222)
Login Verification Change PIN

Your PIN has expired. Please change it now.

Re-enter Old PIN: [ ]
(please use the same PIN you just entered to access this site)

New PIN: [ ]
(must be 6 numbers, no letters or characters. Consecutive numbers such as 111111 or 123456 will not be accepted. Your old pin cannot be reused)

Re-enter new PIN: [ ]

Login

Last web access on Aug 04, 2008 03:34 pm

RELEASE: 7.4
A NOTE ABOUT SECURITY!!!

• Keep your User ID and PIN number in a safe place

• To ensure maximum security, it is strongly recommended that you change your PIN number frequently

• Your PIN number will automatically expire every 6 months
Step Five

Once you have logged in you may navigate the system to:

- View your teaching schedule and room assignments
- Download your class roster
- Submit grades
- Download grade change forms (Incomplete & Final Grade)
- Email a specific student or the entire class
- Post textbook information
Teaching Schedule:

• Click on ‘Faculty and Advisors’

• Click on either ‘Faculty Detail Schedule’ or ‘Week at a Glance’

• Classroom numbers will be displayed in this section as well
Download your Class Roster:

• Click on ‘Faculty and Advisors’

• Click on either ‘Detail class list’ or ‘Summary Class list’
**Printer Friendly Class Rosters:**

- Click on ‘Faculty and Advisors’
- Click on ‘Printer Friendly Class List’
Submitting Grades:

- Click on ‘Faculty and Advisors’
- Click on ‘Final Grades’
- Select grade from drop down menu located next to each student
- **You will be required to enter a grade for every student in order to submit any grades. No grades may be left blank**
- After entering grades, click on ‘submit’ located at the bottom of the screen
- You will have 30 minutes to submit your grades before your session times out
- Once grades are submitted in Banner you cannot change them in Banner. You will need to fill out a ‘Change of Final Grade’ form which may be downloaded from your Banner account (see next slide)
- For further instructions on grade submission please see handout ‘Instructions for Submitting Grades’
Download grade change forms:

• Click on ‘Faculty and Advisors’
• Click on ‘Grade Forms’
• Choose:
  • ‘Change of Grade Form’
  • ‘Change of Incomplete Grade Form’
Emailing Individual Students:

• Click on ‘Faculty and Advisors’

• Click on either ‘Detail class list’ or ‘Summary Class list’

• Click on envelope next to student’s name. Email address will be automatically inserted into an email.

• **Please note:** this will send an email to the students’ YU email address which they may or may not check or forward to their personal accounts. On next slide will be other email options that are available.
Emailing the Entire Class:

• Click on ‘Faculty and Advisors’

• Click on either ‘Detail class list’ or ‘Summary Class list’

• Located at the bottom left hand side of the screen you will see a link that says ‘Email Class’ with an envelope icon

• Click this link to email your class directly from Banner to their YU email address

• Should you choose to email your class directly from your YU email account to the students’ personal email accounts use:

  Termcode-CRN@lists.yu.edu

Term codes:
Fall – YEAR09  Spring – YEAR01

Eg. 200909-28110@lists.yu.edu
Posting Textbook Information:

- Click on ‘Faculty and Advisors’
- Click on ‘Syllabus Information’
- Textbook information can be entered under the ‘Required Materials’ field
- Click on ‘submit’
- After submitting textbook information you will receive a confirmation message that syllabus information has been updated successfully.
Guidelines for Posting Textbook Information:

- Do not use HTML or post a hyperlink. It will NOT format properly.
- Please note that the law requires the posting of pricing information for both required and recommended textbooks and supplemental materials.
- Post information about each textbook on a separate line.
- Use the following format for the textbooks (semicolons help to isolate search information for students):
  - ISBN; Title; Author Last Name; Publisher; Copyright Date; Suggested Retail Price; Suggested Retailer (optional).
- For most all, pricing information can be obtained by doing a simple search online on Barnes & Noble or Amazon.com. If the item is unique or only available through a certain retailer or direct from you, please note the cost and the retailer.
- Freely Available works must be listed and you should note that there is no cost.
- Please remember to post any changes immediately if necessary.
Questions? Comments? Suggestions?

**Wilf Campus**
Monday - Thursday
9 a.m. - 5:30 p.m.
Friday
9 a.m. - 2:30 p.m.
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wilfregistrar@yu.edu

**Beren Campus**
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**Ferkauf Graduate School**
Monday - Thursday
9 a.m. - 5:30 p.m.
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