Login

Banner UserID and Password

To log into Banner (INB) you will need a Banner User ID with the appropriate system authorization assigned to it, and a Banner Password of your own choosing.

Upon logging into Banner, you will have access to appropriate Banner system(s) and forms.

Before you log in for the first time

- Verify that your machine meets the operating system and browser standards for Banner 8.5.

- Have your Banner UserID and your password handy.

- If you are prompted to install the **Java plug-in**, click **Install** and follow the prompts.

Log into INB

1. Click **Login to INB** in the right-hand sidebar.
   Two browser windows open and the **Logon** box is displayed.

2. Log in by entering your Banner UserID and password, and the full database name "**PROD**". Click **Connect**.

Warning: You can minimize one or both of the browser windows, but do NOT close either one, as this will cause you to lose your Banner session.

3. Closing your session: To end a session, you must close the Banner window first (the **Developer Forms Runtime** window), then close the window running in the background (the **INB Session Manager** window). Otherwise, the session will not shut down properly.

Off-campus access

For remote access, or if you are using a wireless connection on campus, you need to connect first to the AUC network using the VPN. Then follow the steps above.

Problems?

If you experience difficulties with installation, login or using Banner, contact the IT Service Desk on 1200 or send an email to support@aucegypt.edu

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