

# Banner Web Log-In Instructions for ABAC Faculty

- Go the web address [www.abac.edu](http://www.abac.edu)
- Click on **Log In** inside the brown area on the left of the screen
- Click on **Banner** under **Employee Links** on the left
- Click on **Enter Secure Area**
- Enter your ABAC ID # (begins with 918) in the **User ID** field
  - If you do not know your ABAC ID #, click on the red link **Look Up Your ID Number**. Complete the fields as requested and click **Continue**. Write down your ID number and click **Exit** (in the top right corner) to log out, then click on **Return to Homepage** to return to the Banner log in page.
- Enter your PIN in the **PIN** field. (Don't know your PIN? Follow info below, and then click **Login**)
  - For new faculty, your PIN is your six-digit date of birth (formatted MMDDYY). On your first login to Banner Web, you will receive a message that your PIN has expired. Change your PIN as directed, using your MMDDYY as the old PIN and entering your new six-digit PIN choice in the next two fields. Your PIN must be six-digits, with no alpha or characters. Your PIN will expire every 15 weeks.
  - For current faculty, your PIN will be the six-digit number you assigned upon your first login or when your PIN last expired. If you cannot remember you PIN, enter your ABAC ID and leave the PIN field blank, then click the **Forgot PIN** button and follow the instructions).
- If this your first entry into Banner Web, you will be prompted to enter a **Security Question** and **Answer**. This will aid you in the future if you should forget your PIN and need assistance to login. In the question field, enter a question which is easy for you to answer, but is not easily answered by someone else. In the answer field, enter your answer (remember exactly how you enter it). Click **Submit**.
- Select **Faculty Services** and you will see the menu options below. For directions specific to each process, visit the appropriate instruction link available at the web page [Resources for Faculty/Advisors](#).
  - **Student Menu** – provides links to the following
    - **Links to select the appropriate term and/or student ID**
    - **View Student Information**
    - **View Student Address and Phones**
    - **View Student E-mail Address**
    - **Student Stallion Status**
  - **Advisor Menu** – provides links to the following:
    - **Links to select the appropriate term and/or student ID**
    - **List of Current Term Advisees**
    - **Student Academic Transcript**
    - **Test Scores and Requirements**
    - **Degree Evaluation**
    - **Enable Student Registration**
    - **View Student Schedule**
    - **Transfer Articulation**
    - **Look Up Classes**
  - **Instruction Menu** – provides links to the following:
    - **Links to select the appropriate term and/or CRN**
    - **Faculty Detail Schedule**
    - **Faculty Schedule By Day and Time**
    - **Official Class Roster**
    - **Detail Class List**
    - **Summary Class List**
    - **Mid-Term Grade**
    - **Final Grades**
    - **Faculty Grade Summary**
    - **Roster Verification** (only available during Roster Verification submission period)
  - **Faculty/Advisors resource page** – also available at [www.abac.edu/registrar](http://www.abac.edu/registrar)