

Banner

Login into Banner - How to

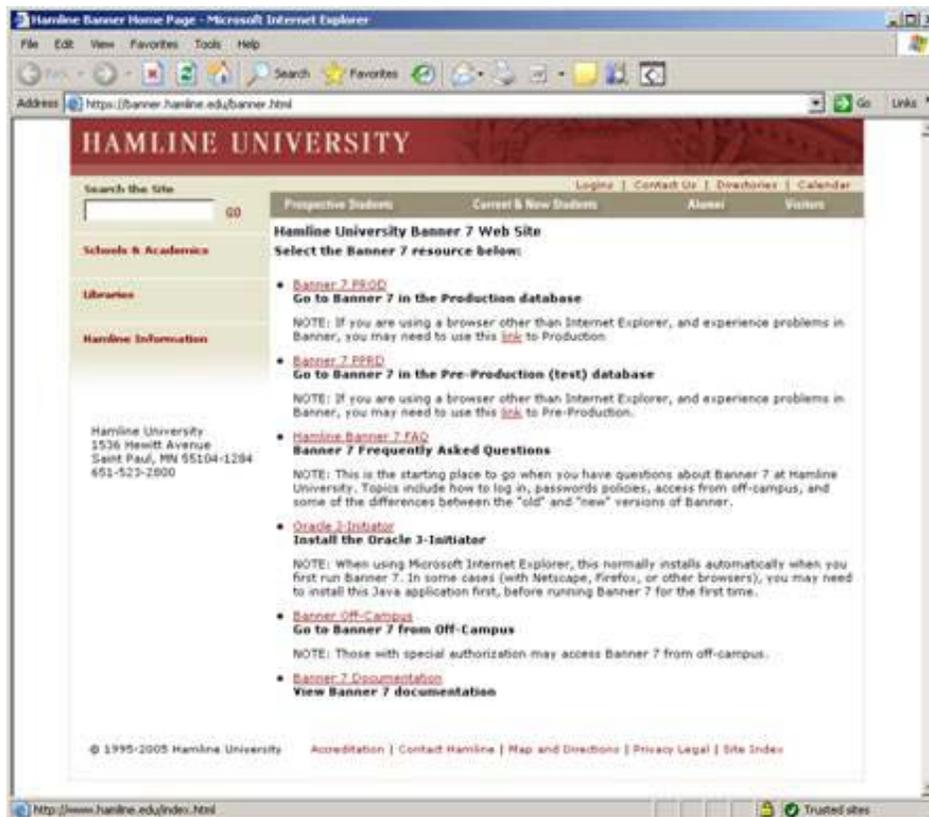
Your Banner login (username) will, in most cases, be the same as the username you use to access the campus Novell network. It is typically made up of a combination of the first letter of your first and your last name in lower case, possibly followed by a two digit number. For example Tim Smith would probably be assigned the username of "tsmith", and Mary Koslowski might be assigned the username "mkoslowski01". Your Banner username should never change.

Each username must also be authenticated using a password. A series of random letters is used as the initial password when access is first established. Once the individual user has logged into Banner successfully they should change their password to meet their needs. Because of the sensitive and confidential nature of the data stored in Banner, and because it is accessible via the internet, it is especially critical to secure the system with passwords that are not "easily cracked". For this reason, we have implemented a policy which requires that all passwords **MUST** contain both numbers and letters and must be at least 8 characters in length. As an added security measure, all Banner passwords will expire every 90 days. In addition, 3 failed attempts to login with the correct password will result in the temporary "lock" of your account. If this occurs, please call the Banner Hotline (x2888) to request a reset.

Logging into Banner7 is accomplished through a web browser (i.e. Internet Explorer). In order to access this site, you must go to <https://anthony.hamline.edu/banner.html>. Once you are able to see this page, you will want to select one of the following:

- Banner 7 PROD to go to the production version of Banner 7
- Banner 7 PPRD to go to the pre-production version of Banner 7
- Banner 7 Documentation to view all available documentation for Banner 7
- Oracle J-Initiator to install the current version of Oracle's J-Initiator on your local machine

Select the link named **Banner 7 PROD** to attempt to connect to the production database.



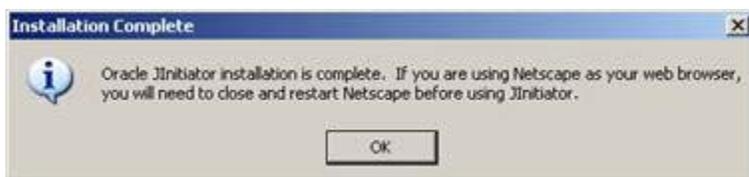
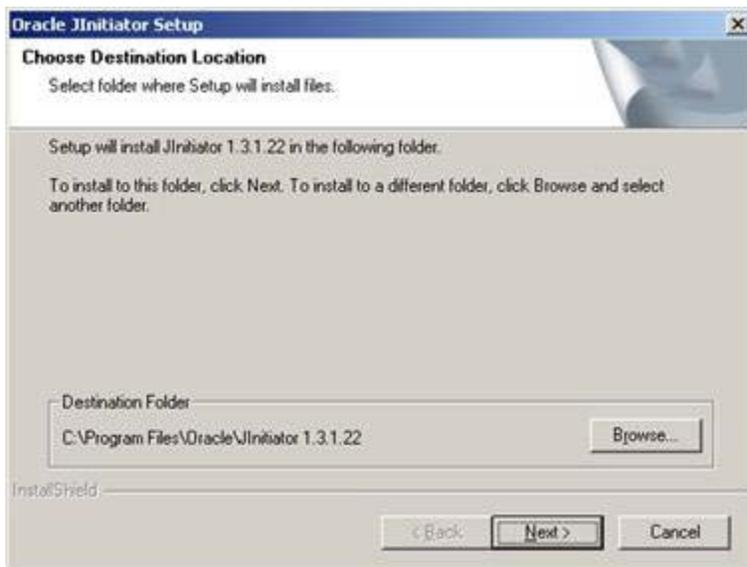
Installing JInitiator

The first time you access Banner 7, you will be asked to install the Oracle JInitiator. Click "Yes" to install Oracle JInitiator



The program will take several seconds, and then you will be asked for a destination.

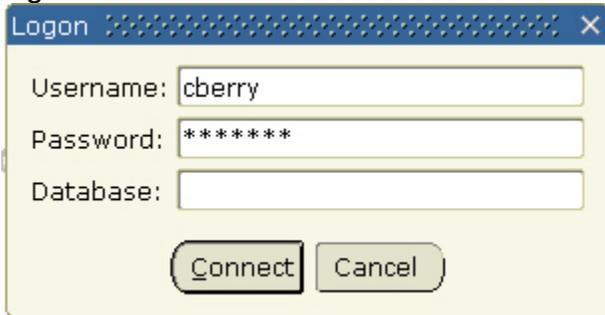
Accept the default destination, and click the **Next** button. The program will install, and then you will be asked to restart your computer.



Click the **OK** button, and go back to the original Internet Explorer window.

In a couple moments the Banner application will start to load and eventually display the login screen. If you are prompted to reboot your computer, please do so and once you are able to login, go to <https://anthony.hamline.edu/banner.html> and select the link named **Banner 7 PROD**.

Login to Banner for the first time

A screenshot of a Windows-style dialog box titled "Logon". It contains three input fields: "Username:" with the text "cberry", "Password:" with seven asterisks "*****", and "Database:" which is empty. At the bottom, there are two buttons: "Connect" and "Cancel".

Enter username and current password and press Enter or select "Connect". If your username and password are correct, you will shortly be connected to the Banner application and into the main menu screen.

Need more help? Please contact the [Help Desk by email](#) or by phone at **651-523.2220**