

Faculty Access Procedures to Banner Web

Must Use Internet Explorer

You can access Banner Web by typing <http://banweb.plu.edu> into your web browser or you may access Banner Web through a series of steps beginning at www.plu.edu :

- Click on the button titled *eResources* near the top of the webpage.
- In the drop down menu, click on the text *Systems*
- In the drop down menu, click on the text *Banner*
- You may view your private information by clicking *Enter Secure Area* (Banner Web). Entry requires your PLU ID and your secret Personal Identification Number ("PIN"). For your first entry into Banner Web, your PIN is your birth date arranged *MMDDYY*.

To view the CAPP and Junior Review Reports:

- Do the above steps to log into Banner Web using your ID and PIN
- Select *Faculty Services*
- Select *Advisor Menu*
- Select *Degree Evaluation*
- Select a term (defaults to current term). Click *Submit*
- Enter Student ID# or name, click *Submit*
- Click *Submit* when you see the student's name
- Select *View Previous Evaluations* (at the bottom center of screen)
- Select the report you wish to view (the most recent is listed first; if junior review, it will be the only one listed)
- *Detail Requirements* should be selected by default (middle option of the three listed)
- Final Step is to click on *Submit*

To enter grades online:

- Do the steps on how to access banner web listed above.
- Click on *Faculty Services*
- Click on *Final Grades*
- Select the *Term* and submit, then select the CRN (Course Reference Number) and submit. Click on the box with the check mark to see all CRNs.
- Enter grades.
- Scroll down to the bottom and click *Submit*. After submitting the grades, you will get a message that states the changes you made were saved successfully.
- To enter grades for another course, click on CRN selection at the bottom of the screen, choose the CRN and submit, then click on final grades.
- Exit when finished. You will be exited after 30 minutes of continuous inactivity and will need to log on again.
- Please make sure you review your entries to ensure that all grades were entered.
- Internet Explorer is required as the web browser in order to submit grades. If you are unable to view your grades, exit your browser and use Internet Explorer to access the Banner Web.

To enable a disabled PIN

If your pin is disabled, [click here to reset your pin](#). Be sure and follow the step by step instructions, and step 6 is very important.