How do I get into Historical Banner?

Users will benefit from a single-sign-on using NetID and will enjoy an intuitive modern experience. Internet Explorer (IE) has to be used to access historical banner (https://baninb.rutgers.edu)

1. From the Banner home screen, Select the **Banner Historical for HR and Finance (BANR1)** link

2. The CAS login screen will pop-up

3. Enter your **NetID** and **Password**

4. Select **Login**

**NOW YOU ARE IN Historical Banner using Single-Sign On**

You will still need Java for Historical Banner (HR/Payroll and Finance). If banner does not open after you have successfully logged into CAS, put in a heat ticket to request to have your JAVA updated.
I can’t log into Banner 8

If you enter your NetID and password on the CAS login screen and you receive the following error: The password is incorrect. Please try again. This means your banner password may be expired or locked.

1. Close the error screen; first try to reset your Banner password yourself since the password may be expired.

2. Go back to the Banner index page, so YOU CAN RESET the password yourself.

3. Select the BANR1 – Password change utility link
   [Note: this link can be used in Chrome or Mozilla Firefox]

4. Type in a new password.

5. Select Save button
   a. you will see a message Password updated successfully
   b. then you can close the window.

6. Now you can go back to Historical Banner.

7. If you get the same error message as before when you log in again, then your password is locked. You will need to call the Service Center @ 732-743-3200 to have your BANNER password UNLOCKED.

8. Once it is unlocked YOU CAN RESET the password yourself; follow steps 3 – 6 from above.

NOTE: MAKE SURE YOU REMEMBER THE PASSWORD IF YOU USE A 3RD PARTY APPLICATION WITH BANNER (IE Access, SQL, etc.)
I can’t run a query in Access

Password Expired
When you are running a query in Access and after you have entered your BANNER username and password, then the Oracle Change Expired Password dialog box will appear

1. Fill out the information
2. Select OK
3. Proceed with your process

Password Locked
When you are running a query in Access and you are enter your BANNER username and password, then a Microsoft Access dialog box will appear

1. Select OK
2. You will need to call the Service Center @ 732-743-3200 to have your BANNER password UNLOCKED
3. Once it is unlocked YOU CAN RESET the password yourself
4. Go to the banner home page
5. Select the BANR1 – Password change utility
6. Type in a new password
7. Select Save button
   c. you will see a message Password updated successfully
   d. then you can close the window
8. Now you can go back to running the query

**NOTE:** MAKE SURE YOU REMEMBER THE PASSWORD IF YOU USE A 3RD PARTY APPLICATION WITH BANNER (IE Access, SQL, etc.)