

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**

Internet Native Banner EAS-PROD-BANNERFORM1

Banner for Student, Financial Aid and Accounts Receivable

[Banner BANR1\(PROD\) For Student, Financial Aid, and Accounts Receivable](#)
[BANR1 - Password change utility](#)

Historical Banner for HR, Payroll and Finance

[Banner Historical for HR and Finance \(BANR1\)](#)
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[Banner BANR1\(PROD\) - Banner 8 Forms for Student, Financial Aid, and Accounts Receivable](#)

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 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



Internet Native Banner EAS-PROD-BANNERFORM1

4. Go to the banner home page
5. Select the **BANR1 – Password change utility**

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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.)