

**Banner Self Service for Students  
Login Directions for First Time Users**


**Banner Self Service for Students is available  
to all current STAC students.**

**Students are able to view:**

- **Course offerings for a specific semester**
- **Class schedules**
- **Academic transcript**
- **Mid-term grades**
- **Final grades**
- **Business account summary**

**Students also use Banner Self Service for on-line registration.**

***How to set up your Banner Self Service for Students account:***

- 1) Using Internet Explorer (version 5.5 or higher) or Netscape (version 4.7 or higher), go to the St. Thomas Aquinas College Home Page: [www.stac.edu](http://www.stac.edu).
- 2) Click on the **Current Student** link at the top of the page.
- 3) Select ** [Banner Self Service for Students](#)** from the list on this page. This page will allow you to link to the User Login Page.
- 4) At the User Login Page, use your mouse to click in the User Id field. Type your STAC Student Id. You must type a capital "S"; Banner will not recognize a lowercase "S" in the Id field.

- 5) Use the mouse to click in the PIN box and type in your Banner PIN. If this is your first time on Banner, your initial PIN will be your birth date in MMDDYY format. For example, if your birth date is October 27, 1986, your PIN would be 102786.
- 6) Click the Login button.
- 7) If this is your first time on Banner, you will be prompted to select a new PIN. The new PIN can be any combination of letters (upper and lower case), numbers, or special characters. The only restriction is that it must be 6 characters long.
- 8) If this is your first time on Banner, you will be prompted to answer a security question. This feature will allow you to enter Banner if you have forgotten your PIN. For increased security, make sure that the answer is something that others would not be able to guess successfully. Questions or problems with logging onto Banner should be addressed to the Registrar's Office (Spellman Hall Suite 101). They can be reached by email at [registrar@stac.edu](mailto:registrar@stac.edu) or by phone at 845-398-4300.
- 9) Once your PIN created you should store this information in a place where only you can access it. One suggestion is to store your Student Id# and personal PIN in your cell phone as a contact.