

## **Banner Self Service for Students Login Directions**

**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 and 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 or Google Chrome, go to: [www.stac.edu](http://www.stac.edu).
- 2) Click on the **mySTAC** link at the top right of the page then select **Banner Self Service** from the list on this page.
- 3) At the User Login Page, type your STAC Student ID where it says User ID. You must type a capital "S".
- 4) 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. Click Login.
- 5) If this is your first time on Banner, you'll be prompted to create 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.
- 6) If this is your first time on Banner, you'll 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.
- 7) Once your PIN is 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.

***Questions or problems with logging onto Banner should be addressed to the Registrar's Office  
Spellman Hall, Suite 101 ~ [registrar@stac.edu](mailto:registrar@stac.edu) ~ 845-398-4300***