



# Logging into Administrative Banner 9

After an Administrative Banner Production (PROD) account is created, there are two ways to login and access Administrative BANNER: **banner.msstate.edu** and **my.msstate.edu**.

If you are off-campus and not on the MSU network, the VPN client must be installed in order to access Administrative Banner. For more information, visit the ITS web page ([www.its.msstate.edu](http://www.its.msstate.edu)).

## BANNER.MSSTATE.EDU

Using **banner.msstate.edu** is the most common and easiest way to access Administrative BANNER.

1. Start by opening an internet browser (e.g. Internet Explorer, Chrome, Safari, Firefox).
2. In the address bar, type in the URL, **banner.msstate.edu**.
3. Click the **Administrative Banner** button to access the logon window.



## NOTE

The Training Database should only be accessed by users participating in a current Banner training class.

Click this link to log into a Foundation (DVFD) account.



4. You will be prompted at the **Central Authentication Service (CAS)** window to enter your current **NetID** and **NetPassword**. Click **LOGIN**.

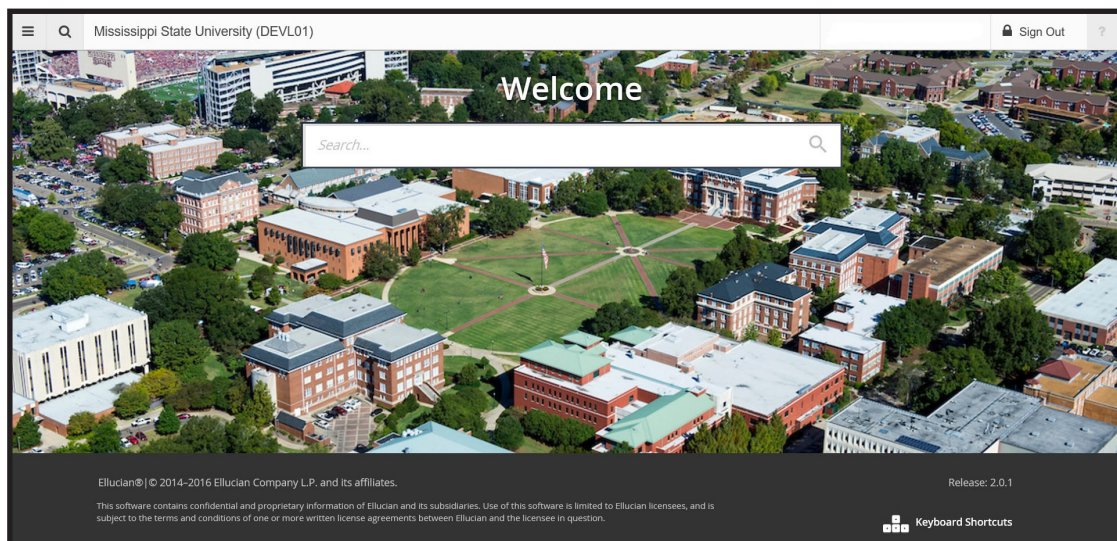
The image shows the Central Authentication Service (CAS) login window. It is divided into two main sections: 'Administrative Banner' on the left and 'Authentication Management' on the right. The 'Administrative Banner' section contains the title 'Central Authentication Service', input fields for 'NetID:' and 'NetPassword:', a 'LOGIN' button, and a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'. The 'Authentication Management' section contains links for 'NetPassword Setup and Maintenance' and 'Two-Factor Setup and Maintenance', along with a 'NEW' announcement about Two-Factor Authentication and a link to 'learn more'.

MSU has implemented another layer of security when logging in to MSU systems. **Two-factor authentication** is required for logging into certain systems, such as Banner.

The image shows the Duo two-factor authentication screen. It features the Duo logo and the text 'Choose an authentication method'. There are two main options: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, and 'Passcode' with an 'Enter a Passcode' button. There is also a checkbox for 'Remember me for 24 hours' and links for 'What is this?' and 'Need help?'.

After you click Login, the **Duo** two-factor authentication screen appears. The recommended authentication method is “Send me a Push”. Note: The “Remember me for 24 hours” check box is a convenience feature.

5. After the login request is approved, the **Administrative Banner 9 Application Navigator** appears.





## MY.MSSTATE.EDU

The second way to access Administrative BANNER is to login via the MSU portal, **my.msstate.edu**.

1. Start by opening an internet browser (e.g. Internet Explorer, Chrome, Safari, Firefox).
2. In the address bar, type in the URL, **my.msstate.edu**.
3. At the **Central Authentication Service (CAS)** window you will be prompted to enter your current **NetID** and **NetPassword**. Click **LOGIN**.

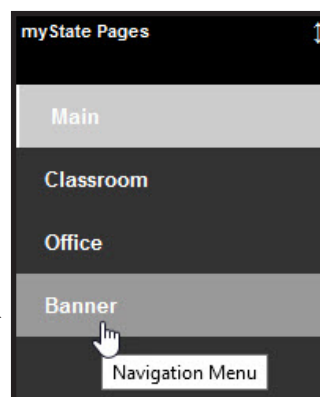
MSU has implemented another layer of security when logging in to MSU systems. **Two-factor authentication** is required for logging into certain systems, such as Banner.

After you click Login, the **Duo** two-factor authentication screen appears. The recommended authentication method is “Send me a Push”. Note: The “Remember me for 24 hours” check box is a convenience feature.

4. After you are successfully logged into myState, open the Navigation Menu located in the upper-left corner of the window.

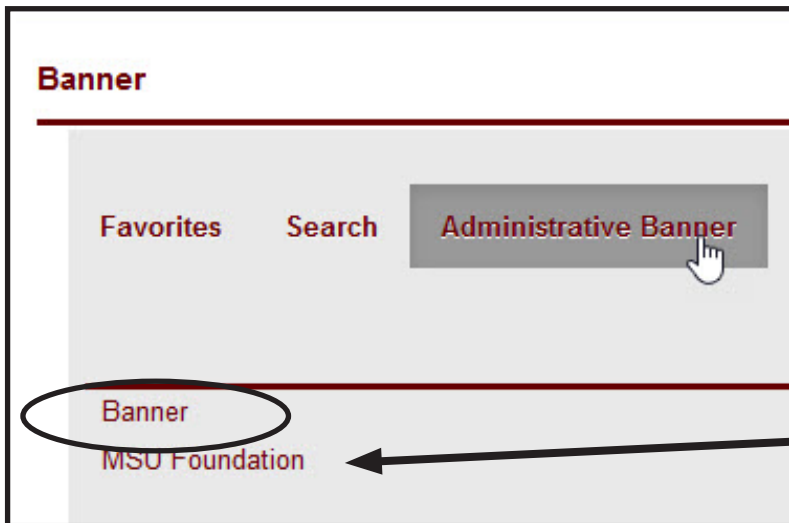


5. At the bottom of the menu in the **myState Pages** section, click **Banner**.





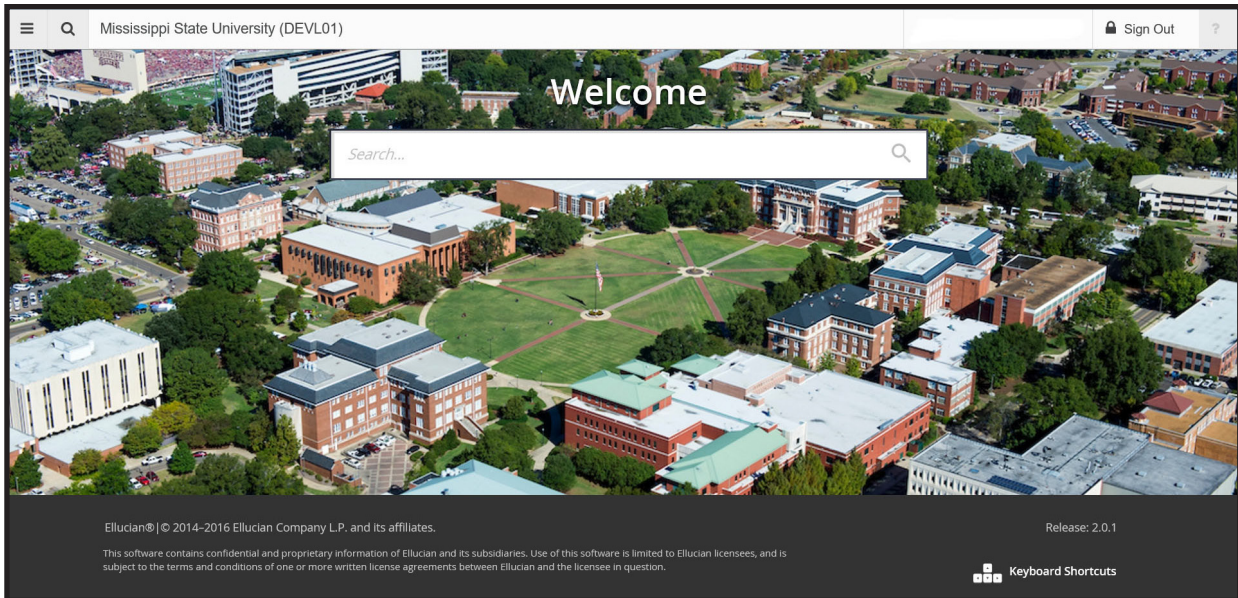
6. In the **Administrative Banner** menu section, click the **Banner** link.



## NOTE

Click this link to log into a Foundation (DVFD) account.

7. The **Administrative Banner 9 Application Navigator** appears.



## CONTACT INFORMATION

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