

BANNER WEB

Your Portal To JCU

T R A N S I T I O N

Becoming part of the John Carroll community means joining our electronic community as well. While JCU Gateway served as your connection during the admission process, it's now time to transition to Banner Web, one of the main systems you will use frequently as an enrolled student.

WHAT YOU CAN DO WITH BANNER WEB

The Banner Web system at JCU allows you access to many facets of your student account. By now you should have already received your Banner ID and PIN, which enabled you to log in to Banner Web to view your financial aid information. Your ID and PIN can also be found on the letter you received with this packet. Now that you are enrolling at JCU, you will utilize Banner Web to:

- Register for your orientation session.
- Accept your housing agreement and complete your on-campus housing preferences (if applicable).
- Select your meal plan.
- Finalize your financial aid.

All of this information will also be displayed on your First-Year Checklist, which you will see upon logging in to Banner Web.

Going forward as a John Carroll student, you will utilize Banner Web to:

- View your class schedule.
- View your grades.
- View holds on your account.
- Print a degree evaluation.
- Print unofficial transcripts.
- Order official transcripts.
- Update your personal information.

HOW TO GET TO BANNER WEB

To access Banner Web, go to jcu.edu/bannerweb and click on Enter Secure Area. You will be prompted for your Banner ID and Banner PIN. A few tips:

- Use uppercase when you enter the letter at the beginning of your Banner ID. All other characters are numbers.

- Your Banner PIN is also case sensitive, so be sure to enter it with the proper case. Upper case O and zeroes (0) may be in your PIN.
- Be prepared to establish a security question and answer which will assist you in logging in to the system at another time should you forget your PIN. Keep the question and answer simple and easy to remember.

THE FIRST TIME YOU LOG IN

If you have not yet logged in to Banner Web, you will see a message indicating your PIN has expired and that you need to create a new PIN. PINs must be between eight and 15 characters long, must contain at least one number and one letter, and are case sensitive. Remember your new PIN or keep it safe and secure at all times. It gives access to your personal, academic, and financial information.

You will also be prompted to complete a Title IV authorization form. All students are required to complete this federal document authorizing JCU to use current and future federal (Title IV) funds to offset non-mandatory fees such as library or parking fees as well as releasing or holding any overages on your account that may occur. This process satisfies the federal regulation and gives you the ability to authorize the usage of your federal funds for three distinct situations:

1. Non-mandatory fees
2. Charges for future terms
3. Charges for past terms

Once you have completed the authorization form, you will be required to add direct deposit information to your account so that any overage of aid or credit balances can be directly deposited in to the account of your choice, rather than received in a paper check.

Finally, you'll also be prompted to confirm or enter your ethnicity for federal reporting purposes.

Welcome To The John Carroll University

First-Year Checklist

Important Steps To Take Now

[Update](#) your mandatory university directory information

[Register](#) for Summer Orientation

Complete the College Student Inventory (CSI) survey (personalized link sent to your [JCU email address](#)).

[Upload](#) photo for Carroll Card

[Submit](#) Your Student Health Record

Important Dates

May 16 - Orientation registration opens at 3:00 p.m. Eastern.

May 16 - Housing registration opens at 3:00p.m. Eastern.

May 17 - Complete the CSI survey (for anyone who confirmed enrollment by May 1).

June 6 - Submit housing agreement by 5 p.m. Eastern

June 6 - Complete roommate and living preferences in MyHousing by 5 p.m. Eastern.

June 15 - Verification documents (if selected) due by this date.

Early July - Housing assignment available on MyHousing.

July 11 - Parking permits available for purchase for any student who already attended orientation.

August 1 - Student health record due by this date.

August 1 - Fall semester balance due.

August 24 - Freshman Move-In.

August 24-28 - Streak Week(Fall Orientation).

August 25 - Living the Mission Day.

August 29 - First day of fall semester classes.

Title IV Authorization

Your Title IV Federal Aid* will automatically pay your **current** award year institutional charges (tuition, fees, room and board) and up to \$200 of **prior** award year institutional charges.

Per Federal regulations you can voluntarily authorize that your Title IV Federal Aid be used to pay your **current** term non-institutional charges such as parking and library fines, etc. You can also authorize that your Title IV Federal Aid be used to pay **prior** or **future** term non-institutional charges (with a max of \$200 for **prior** award year charges).

Please make **one** selection in **each** following authorizations:

Prior Term
<input type="checkbox"/> I hereby authorize John Carroll University to use any excess funds from my title IV aid to pay prior term non-institutional charges.
<input type="checkbox"/> I do not want to authorize John Carroll University to use any excess funds from my title IV aid to pay prior term non-institutional charges.
Current Term
<input type="checkbox"/> I hereby authorize John Carroll University to use any excess funds from my title IV aid to pay current term non-institutional charges.
<input type="checkbox"/> I do not want to authorize John Carroll University to use any excess funds from my title IV aid to pay current term non-institutional charges.
Future Term
<input type="checkbox"/> I hereby authorize John Carroll University to use any excess funds from my title IV aid to pay future term non-institutional charges.
<input type="checkbox"/> I do not want to authorize John Carroll University to use any excess funds from my title IV aid to pay future term non-institutional charges.

By selecting any of the Authorizations above I understand that I am allowing John Carroll University to use my Title IV Federal Financial aid to pay for non-institutional charges as indicated. I also understand that this authorization is voluntary and will remain valid as long as I am a student at JCU.

*Title IV aid includes Subsidized and Unsubsidized Loans, Direct Parent Plus Loans, Direct Graduate Plus Loans, Perkins Loans, Pell Grant, SEOG, and TEACH Grant.

RELEASE: 8.6

IF YOU EXPERIENCE ANY ISSUES WITH BANNER WEB

If you have misplaced or forgotten your Banner PIN, you should go to the Banner Web login page, enter your Banner ID, and click the "Forgot PIN?" button.

Should you experience an "invalid PIN" message while accessing Banner Web, close all your open Internet browsers, open a new browser, access Banner Web, and then log in again. Should you continue to receive an error message, call us at 888.335.6800 to have your PIN reset.

BANNER WEB4PARENT

In accordance with the Family Educational Rights and Privacy Act (FERPA), once a student is 18 years old or is enrolled in college, certain information is protected and can only be released with the student's authorization. At JCU, we have Web4Parent, which offers students the ability to provide online access to this information for their parents. Details on setting up Web4Parent will be shared at summer orientation.