

## Stay Connected with Banner on My.GadsdenState.edu!

Welcome to Banner on My.GadsdenState.edu, your source for all Gadsden State services and information. You will use Banner for registration, financial aid, payments, grade viewing and so much more. It is important that you explore your new account after applying for Admissions and become familiar with all the information and processes available through Banner. Please follow the directions below to open your account. All students are required to utilize their account to stay connected and obtain the most current information.

### Account Information

New students will have their Gadsden State account credentials emailed to them.

What if I don't know my username?

- Direct your browser to [Self Service Banner](#)
- Click Enter Secure Area
- Enter your User ID and Pin Number
- Click Login
- Click on "Personal Information"
- Click on "View Email Addresses"
- Your MyGadsdenState portal username is the first initial last name four random numbers before the @ sign in the Campus Email Address; for example 'bjohnson3486'

What if I forgot my password?

- Check your email. New students will have their account information emailed to them.
- Register your account by setting up security questions.

Use the Password Reset portal.

If you need any help contact the **help desk**.

### Directions for First Login

- Use the same username and password that has been setup for Blackboard, student email and wi-fi access.
- Manage your account by setting up password reset questions at the [Password Registration](#) portal.
- After password registration, you can change your password. [Reset Password](#)
- Continue to the MyGadsdenState portal home page.
- From here a student can connect to Blackboard along with having access to portal features such as our news feed, announcements, and your personal profile page.

If you need any help contact the **help desk**.

**After filing a FAFSA online, wait 3-5 days and begin checking your Banner daily until you can complete the following instructions:**

**TO SATISFY AUTHORIZATION OF PAYMENT WITH FEDERAL FUNDS AND TERMS AND CONDITIONS, PROCEED AS FOLLOWS:**

- **Log** in to My.GadsdenState.edu
- Click on the Banner icon (QuickLaunch Navigation)
- Select **Fin Aid Tab** (This tab will only show on the screens of students whose FAFSAs have been received into Banner)
- Click **Award**
- Click **Award for Aid Year**
- Click **Award Year** (i.e., 2015-2016)
- Click **Resources and Additional Information Tab**
- Read and submit your answer to **“Authorizing Payment of Charges with Federal Funds”**
- Click **Terms and Conditions Tab** to read and accept **Terms and Conditions**

**TO SATISFY FINANCIAL AID DOCUMENT REQUIREMENTS:**

- Click **Financial Aid Tab**
- Click **Financial Aid Status, enter aid year (if requested)**
- Click **student requirements**
- Screen will show **Unsatisfied** and **Satisfied** Student Requirements
- For **Unsatisfied** requirements click instructions icon and follow the directions; if forms are requested, click hyperlinks underlined in BLUE to open and print requested forms.