

## **Information Technology Services**

## **Logging into Banner 9 Admin Forms Production**

**Purpose:** Banner 9 Admin Forms is the administrative interface to Banner that allows authorized users to perform administrative duties within major functional areas including: Finance, Financial Aid, General, Human Resources, and Student information. This is a closed system that allows access only to authorized users with legitimate functional duties.

- 1. Logon to MyGCSC.
- 2. When prompted enter your two-factor authentication.
- 3. Click on the Banner 9 Admin Forms icon.



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