Banner Basics: How to Log Into Banner

Banner XE is a web-based system which requires an active internet connection. Below will offer step-by-step instructions for how to log in and out of Banner. And as always, contact the Banner Hotline with any banner-related questions at bannerhotline@odu.edu.

**Helpful Tip:** If you have trouble with your MIDAS credentials, contact ITS at 683.3192 or itshelp@odu.edu.

Head to [https://banner.odu.edu](https://banner.odu.edu) to log in. You will be directed to the page on the left below (ITS – Banner XE Forms Page). **Click Banner XE Login** and you will then be redirected to the MIDAS Login page on the right below. Enter your MIDAS Credentials and click **Login**.

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**Welcome to Banner!**

You are now free to utilize the many forms within Banner (at least the ones you have been granted access to view). You are now ready to navigate through Banner! See handout entitled: **Basic Banner Navigation** for more tips and further instruction. *If this is your first time logging in, review next step!*
If this is your first time logging into Banner, you will notice a Response Window pop-up upon entering your MIDAS Credentials and clicking Login. This is ODU’s Privacy Policy. Please read this thoroughly, as the information contained within Banner is SECURE and should remain confidential at all times. It may only be used for purposes related to your daily job requirements. Before being granted access to Banner for the first time, you must click I Agree. You will then be redirected to the Old Dominion University Banner Home Screen.

**Helpful Tips:** Remember, you will only see this Response Window upon entering into Banner for the **FIRST TIME**.

HELPFUL TIPS & TRICKS:

- To log out of Banner, simply select the SIGN OUT Button in the top right corner of the screen and close the internet page.

Have problems with your MIDAS Credentials or your Password?
**ITS can help!**

- Email: itshelp@odu.edu
- Phone: 683 3129
- Website: https://midas.odu.edu/Help

Have questions about Banner Functions?
**The Banner Hotline can help!**
Please send all Banner-related questions to the hotline.

- Email: bannerhotline@odu.edu

For more information on Banner-specific trainings, head to the Office of Finance Website and Banner Training Page: http://odu.edu/facultystaff/training-development/banner-training

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