

General Information:

Purpose: This guide explains how to access Banner Finance Self Service (SSB). Access is requested through the [online MIDAS Account Request process](#) on the ITS Banner Access page and is based on Banner Administrative Pages permissions. For step-by-step instructions, see the [How to Request Access Video](#).

Questions: BannerHotline@odu.edu

Requesting Access to SSB

Access to Banner Finance Self Service (SSB) is provisioned through the Banner Finance Administrative Pages system. Once access is approved, users are automatically granted access to SSB and other ODU budget management systems, including ePrint and Insight/Banner Analytics. All access requests require appropriate approvals and must be submitted through the [online MIDAS Account Request process](#) available on the ITS Banner Access page. Users may also refer to the [How to Request Access](#) video for step-by-step guidance and screenshots for completing MIDAS submissions.

Important: Request ***Finance_Everyone*** access, include all required organization codes, and request ***BDM – Invoice View*** access. Without these, budget data and documents in SSB will not be available.

Logging into SSB:



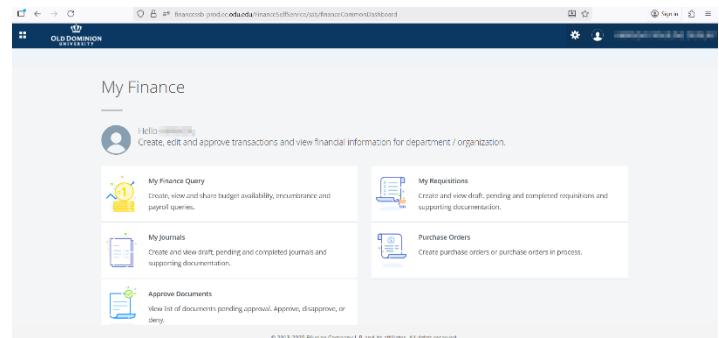
1. Users access the SSB system by logging into LeoOnline via the link below, or by visiting the [MyODUPortal](https://www.odu.edu/administrative-banner-systems/leo-online): <https://www.odu.edu/administrative-banner-systems/leo-online>.

Faculty & Employees

Leo Online contains your official financial information, including payroll and timesheets. Faculty will also use Leo to enter their students' final grades.



2. Select ***Finance Self Service***, located under the ***Faculty and Employees*** section of the screen.



3. Enter your MIDAS credentials. Two-Factor Authentication may be required.
4. Welcome to Banner Finance Self Service!