

## How do I log in to SSB (Self-Service Banner)?

1. Go to the **Faculty and Staff** page from the TTU Home

**OR** Web Address: <http://www.tntech.edu/bannerssb> (You may bookmark this address)



2. Under **Electronic Resources**, Click on *2007-forward*.

### Electronic Resources

- **Banner Self Service** (Employee)
  - **2007 - forward** ←
  - **Web for Employees** (2001-2006)
- **Internet Native Banner (INB)**
  - **INB** - Test Instances (For training classes only)

3. Enter your **T#** and your **PIN**.

**NOTE:** Your initial first time PIN is your 6 digit Date of Birth (MMDDYY).

The first time you log in, you will be asked to set up a security question. You will need to know the answer to that question to gain access to SSB if you forget your PIN. Once you are in, you will be prompted to enter your old PIN and enter a new 6 digit PIN (alphanumeric must contain at least one number).

You are now logged in to SSB (Self-Service Banner).

**NOTE:** You will be logged out after 30 minutes of inactivity for security reasons.

**Forgot your PIN?** Enter you T# and click on Forgot PIN. The security question you entered on your first log in will pop up. If you enter the correct answer, you will be given the opportunity to reset your PIN.

**If you cannot get in at all** and the “forgot your PIN” is not working (you haven’t set up your security question yet), please email [bcross@tntech.edu](mailto:bcross@tntech.edu) or [pmiller@tntech.edu](mailto:pmiller@tntech.edu) or call 372-3224 or 372-3319.