How do I email my class from Banner Self Service?

Tell Me

1. First, setup the mailto: function in your browser by following steps in this FAQ.
2. Log into Banner Self Service.
3. Click the Faculty & Advisors tab/link.
4. Select Detail Class List or the Summary Class List.

5. Select the term and click Submit.

6. Choose the desired course and click Submit.

7. Scroll to the bottom and click Email your students.

8. Type the message you want to send and click Send.

Related FAQs

- How do I update or add my personal cell phone number in Banner?
- How do I update or add my personal (non-uncc) email address in Banner?
- What is Legacy Banner Self Service?
- How do I log into Legacy Banner Self Service?
• How do I setup my password for Legacy Banner Self Service?