How do I setup my password for Legacy Banner Self Service?

Show Me

Tell Me

1. Go to legacyssb.uncc.edu
2. Provide your name and requested information and click Next

   **Step 1:**
   Enter the following data to identify the account:
   - First Name *
   - Enter your legal first name
   - Last Name *
   - Enter your legal last name
   - Date of Birth *
   - Enter your date of birth in the format mm/dd/yyyy
   - Last 4 digits of SSN
   - Enter the last four digits of your social security number. If you are an international student or do not have a social security number, leave this field blank.

   Next

3. Select your last permanent mailing address from the options provided and click Next

   **Step 2:**
   Enter the following data to verify your identity:
   - Last Known Address
   - 578 Harbor Rd
   - 520 Groff Ct NE
   - 117 Siron Cir
   - 5809 Silver Creek Dr
   - 402 Stratfordshire Dr
   - 5016 Eagle Park Ln
   - 3105 Old House Cir
   - 5 Wembly Dr
   Please select your last permanent or mailing address on file with the University.

   Next
4. Your username will be displayed and can provide a desired password, then click **Next**

![Step 3:]

The following legacy username has been identified:
NormNstw1

Choose a new password for the account:

**Password** *

Choose a password for Banner access. The password must be at least 8 characters long, contain at least 1 uppercase character, 1 lowercase character, 1 number and 1 special character ("+-*/).

**Confirm Password** *

Confirm your password. This value must match the value entered above.

**Next**

5. You will receive a confirmation message and be able to login by clicking the **Log In** button

![Log in to Banner Self Service]

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**Related FAQs**

- How do I view my transcript?
- How do I gain advisor access to Banner student?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- How do I update or add my personal (non-uncc) email address in Banner?
- How do I update or add my personal cell phone number in Banner?