How do I access Banner INB remotely?

Tell Me

**Warning**

In order to get access to Banner INB remotely, your supervisor must submit a request. Once access is granted, you will be required to use **Duo 2-Factor Authentication** to log into any of **these systems** you utilize.

1. Banner INB access by default is limited to on-campus use. In order to access remotely, a supervisor must complete **this form**.

   Please note that you should be aware of the following when gaining remote access to Banner INB:

   - a. The computer equipment has current malware/antivirus protection and current operating system patches.
   - b. If using a wireless network, that it is secured with a password.
   - c. Use a password-protected profile on the computer to prevent unauthorized individuals (e.g., family members, friends) from accessing university information.
   - d. When working with sensitive university information, data is stored only on approved cloud storage or university network drives as outlined in the **Guideline for Data Handling**.
   - e. No unauthorized users are allowed to access university resources via the VPN.
   - f. Disconnect from the VPN when it is no longer needed.
   - g. Read the **Standard for Responsible Use** and understand that this standard extends to their access to.

2. Once approved, you can access Banner remotely using the Cisco Anyconnect VPN and DUO.
   - a. See **this FAQ** for instructions on downloading and installing the VPN.
   - b. See **this FAQ** for instructions on connecting to the VPN using DUO.

3. Anytime you wish to connect after the first time, open the VPN application, launch the program, and type in **vpn.uncc.edu/remoteinb**. Then, simply open a browser and go to **banner.uncc.edu** to log in.

4. To disconnect from the VPN, right click on the icon in the Taskbar (Windows) or Menu Bar (Mac OS X) and select **Quit** or **Disconnect**.

**Related FAQs**

- How do I sign the University Confidentiality Agreement in Banner using My UNC Charlotte?
- How do I get access to the Banner Student module?
- How do I log into Banner INB?
- How do I get access to the Banner Finance module?
- How do I get access to Banner Financial Aid module?