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.

   **Note**

   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?