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
  - 5018 Eagle Park Ln
  - 3105 Old House Cir
  - S 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:
   
   NormNiner1

   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

   ![Login to Banner Self Service]

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**Related FAQs**

- How do I update my campus address in Banner?
- How do I update or add my campus work phone number in Banner?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- What is Legacy Banner Self Service?
- How do I view my transcript?