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 mmm/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
   - 5 Wembly Dr
   
   Please select your last permanent or mailing address on file with the University.
4. Your username will be displayed and can provide a desired password, then click **Next**

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

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**Related FAQs**

- Why is my employee Banner account locked?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- What is Banner Self Service and how do I login?
- How do I view my transcript?
- How do I view my Banner Human Resources (HR) training transcript?