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.

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 Wembley 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.

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?