2023

1. **Access your BannerWeb Account**

User Login

ⓘ Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID: [   ]
PIN: [   ]

[Login] [Forgot PIN?]

2. **Scroll down and select Email Account Information**

	Emergency Contact Information
	Accept/Pay Fees Make tuition and fees, room and board payments and complete the registration process to obtain a registered fee sheet. Note: Use these instructions to pay a previous balance.
	Student Apply for Admission, Register, View your academic records and Financial Aid
	Financial Aid Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
	Personal Information View your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; Change your PIN; Customize your directory profile.
	Financial Information Menu
	Email Account Information Access your email account and temporary password.

3. **Record your Email Account Email Address and Password**

Email Account

Your email account information is displayed below.

Video Tutorial

Visit http://www.gram.edu/offices/infotech/office_365.php for more information on Office 365 resources.

First time users, visit https://portal.gram.edu to update your password.

Email Address:	Studentname@gsumail.gram.edu
Temporary Password:	ABCDEFG

4. **When you logon to a GSU Computer on campus, only use your student name and leave out '@gsumail.gram.edu' and follow the instructions.**