



Creating Your Self-Service Banner Student Account

(**If you have already received your “G-Number” (ID) and temporary PIN, start at step #3 below

1. Go online to the Gavilan homepage (www.gavilan.edu). Scroll to the bottom of the page and **click on the Self Service Banner icon**. On the next page, again click on Self Service Banner
2. Click the link that says **“Get Your Gavilan ID and PIN.”** From there:
 - a. Enter your name exactly as it appears on your school records.
 - b. Enter your social security number.
 - c. Enter your date of birth. (mm/dd/yyyy)
 - d. Click on “Get Gavilan ID and PIN.”
 - e. Write down your ID (“G-number”). Write down your PIN. ****This is a temporary PIN. In the next step you will create your permanent PIN.**
 - f. Click on “Close Browser Window.” You will then return to the main menu.
3. **From the main menu, click on “Login to Gavilan Self-Service Banner” and enter your ID number and temporary PIN.** You will then receive a message that your PIN has expired. Enter the old/temporary PIN number first, then **choose a new six digit number** that you will remember and enter it on the next two lines.
4. On the next screen, **enter a security question.** It should be something that has an answer that does not change and you will always know (for example, “What is my mother’s maiden name?” or “What town was my sister born in?”) On the next line, enter the answer. Once you submit this question and answer, you will be welcomed to your personalized Banner account! From here you will be able to:
 - Add and drop classes
 - View and print your semester schedule
 - View your financial account and pay your bill with a credit card.
 - View and print grades and unofficial transcripts
 - Update personal information

Students must set up their Banner Self-Service accounts before meeting with a counselor for registration assistance.



Instructions for Using “Gavilan Self – Service Banner”

Step 1:

Go to www.gavilan.edu and click on the **Self-Service Banner** icon to print the required forms and to view additional messages. Please use the Gavilan ID number listed on page 1 of this letter, in the top right hand corner. You will select a PIN (Personal Identification Number). Safeguard your GAV ID number and PIN.

Step 2:

Enter the secure area and type in your User ID (GAV ID number) and PIN. This will take you to the main menu and from there you may update your personal information, check on financial aid status, print required forms and enroll for classes. Tip: If you are adding and dropping classes at the same time, process the drops first.

Step 3:

To ensure that letters and financial aid checks are sent to your current mailing address, please review your address information on Self Service. To have your address changed, you may use Self Service to update your address or you may complete and submit an “Authorization for Change in Student Records” form with Admissions Office. Addresses may be updated by students online using Self Service or by the Admissions & Records Office with an “Authorization for Change in Student Records.”

After your required documentation has been submitted, the Financial Aid Office will need to review your Academic History. Should any conflicts arrive, or if you have not met SAP policy; you may be placed under Probation or Disqualification.