



# Log into Banner (Banner)

Finance → Purchasing

## How to log into Banner:

- Using Internet Explorer log into **1600grand**.
- Enter your **username** and **password**.



**Secure Access Login**

User Name:

Password:

- Select the **Business Services** tab.
- Go to the **My Banner** channel.

Business Services

My Banner

My Banner

- Open the **My Banner** folder.
- Click on **General Menu** to log into Banner.

- My Banner
  - Invoice/Credit Memo
  - Vendor Detail History
  - Vendor Maintenance
  - Invoice Selection
  - Invoice/Credit Memo Cancel
  - Invoice/Credit Memo Query
  - My Banner Maintenance
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