

Banner Finance Account and Training

To obtain a **Banner Finance Account**, complete the following steps:

1. Check-out a Banner Navigation training CD at the information desk in McMullen Hall (1st floor).
2. Complete the online account request form by going to the following link. When you complete this form it is helpful to include the name of a current or former employee's account to model the access after (i.e. whoever held your role previously).
http://www.montana.edu/itcenter/banner/banner_account_request.php
3. Complete the [Banner Online Access form](#)
4. Attend a Banner Finance training session
5. Need further assistance? Click on the [Instructions for completing the ITC online account request](#).

Banner Finance training

Banner Finance training is provided by the Financial Services Office. If you are a new user, a training session is required before Finance access is granted. Training sessions are held regularly and details on date/time/location are sent to the Banner Finance listserv and new users.

Banner Finance Account and Training Contacts

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