

How to Access Self Service Banner

1. From MyNECC Choose Self Service
2. Select *Log in to Self Service Banner*

The screenshot shows the Northern Essex Community College website. The top navigation bar includes links for Contact Us, Directions, Español, Employment, Newsroom, Library, and Calendar. A Google Custom Search box is also present. Below the navigation bar, the myNECC logo is visible. The main content area displays the myNECC navigation menu, which is divided into sections for Students and Faculty & Staff. The 'Self-Service' link under the 'For Faculty & Staff' section is circled in red.

Student Services

For Current Students, Faculty & Staff

myNECC

Student Email

Faculty & Staff Email

Blackboard

Home » Student Services » For Current Students, Faculty & Staff » myNECC

myNECC

For Students

- Blackboard
- Distance Learning
- Email
- Faculty Websites
- Library
- Self-Service

For Faculty & Staff

- Faculty & Staff Site
- Banner
- Blackboard
- Email
- Employee Directory
- Events Calendar Planning
- Faculty Resources
- Self-Service
- Submit Your Timesheet

Print This Page

3. Enter *MyNECC ID* and *Password*

The screenshot shows the MyNECC login page. The top header features the NECC logo and the tagline 'THINK Opportunity'. The page includes a 'CONTACT INFO' and 'EXIT' link. A message box prompts the user to enter their MyNECC ID and Password. Below this, there are instructions for first-time users and those who have forgotten their password. At the bottom, there are input fields for 'MyNECC ID:' and 'Password:', along with 'Login' and 'Forgot Password?' buttons.

CONTACT INFO EXIT

Please enter your MyNECC ID and Password.

First Time Users: Your Password is initially set to your 8 digit date of birth in MMDDYYYY format. You are required to change your Password when you logon. Your new Password requires a minimum of 8 with a maximum of 30 alphanumeric characters. [*passwords are case sensitive.*]
Example: March 1, 1953 Enter 03011953

If you have **forgotten your password**, enter your **MyNECC ID** and then click on the 'Forgot Password?' button.
If you are having difficulty logging into the system or have any other problems, please contact [Helpdesk](#).

When you are finished using this system, please LOGOUT and close your browser to protect your privacy.

Return to the [NECC homepage](#).

MyNECC ID:

Password:

Login Forgot Password?



How to Access Self Service Banner

4. Select *Finance Services* Tab



The screenshot displays the NECC (Northern Essex Community College) self-service Banner interface. At the top, the NECC logo and the slogan "THINK Opportunity" are visible. Below the logo, a navigation menu contains four tabs: "Personal Information Services", "Student Services", "Employee Services", and "Finance Services". A red arrow points to the "Finance Services" tab, which is currently selected. To the right of the navigation menu, there is a search bar with a "Go" button and links for "CONTACT INFO" and "EXIT".

Below the navigation menu, the "Finance" section is displayed, listing several options:

- Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Delete Finance Template

At the bottom of the page, there is a footer containing the text "[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template]", the version number "RELEASE: 7.3", and the logo for "powered by SUNGARD SGT HIGHER EDUCATION".

