Banner T & E

Use this website for all your Banner Travel and Expense questions and links.

http://www.gvsu.edu/busfin/bannerte
Where do I start?

Start with Banner Travel & Expense – Sign in with your Gnumber and self-service banner pin. This is where you can create an electronic expense report.

What do I do if I forgot my Self Service Pin?

You will need to go the GVSU Home page and click the My Banner Icon

Use this website if you forgot your pin. Your Gnumber and Pin will be required to create or review a Banner Travel and Expense report.
How do I reset my Internet Native Banner (INB) password?

Banner Password resets need to be done by calling the help desk at 1-2101. Please make sure that you are very clear that it is your Banner INB password that needs to be reset. You do not want them to reset your network password – ie the password you use every morning when you sign into your computer. The help desk will create a help ticket and a level 2 support person will either take your call or call you back to assist you.
Once your INB Banner password has been reset it is best practice to log into INB Banner and change the new password to match your network password.
**How do I have my Onbase password reset?**

Call Kathleen Loreth at 331-8010 or Brian Van Doeselaar at 331-2287 or the computer help desk at 331-21021.

**How do I change my Onbase Password?**

In order to change your password, please complete the following steps.

1. Log in to Onbase
2. Click on the drop down arrow before the question mark. Choose the User option. See view A
3. Choose the Password option from the User menu. See View B
4. Choose the Password option and enter your old password and enter a new password. Please reenter the new password and click the save button. See View C