Go to Banner Web main page. This can be accessed from the link below or from the Utica College homepage.

https://bannerweb.utica.edu

Select the ‘Enter Secure Area’ link.
Enter your username and password.
User Login

Please enter your Faculty/Staff/Student Utica Web Mail Username and Password. When finished, click Login.

*** Please remember that both the username and password are case sensitive. ***
When you are finished, please Exit and close your browser to protect your privacy.

Attention: To retrieve your Username and Password, please visit http://password.utica.edu.

Effective 01/01/07: This login process has changed. You no longer use your 9 digit College ID and a PIN to access Banner Web. To simplify things, you now use the same Username and Password as you use with your email account.

Username: zmoose
Password: *********

Login  Click Here for Help with Login?

RELEASE: 8.3
Select the ‘Employee’ link or tab.
Select the ‘Faculty Load and Compensation’ link.
Then select the ‘Compensation and Acknowledgment’ link.
Select the appropriate term from the drop down menu and press ‘Go’.
If a contract is currently being worked on by the school and is not yet available for your viewing and acceptance, a yellow caution sign and a message will alert you as seen in the blue oval below.

If a contract is ready for your review and acceptance it will look similar to the information in the red rectangle below.
Once you have had the opportunity to review your contract(s) and are ready to accept them, you will need to check the ‘Faculty Acknowledgment’ box for each contract that you are accepting and then press the ‘Acknowledge Selected Positions’ button as seen below.
When your acknowledgement has successfully gone through, you will see a date fill in to the right of ‘Acknowledgement Date’ and a message near the top of the screen stating ‘Your change was saved successfully’.