Instructions for Approving Your Utica University Contract

*Please make sure you have set up your Utica University account and check your Utica email often. To set up your account, please visit password.utica.edu.

You will receive an email when your contract(s) are ready for you to approve. When you receive the email, please follow the steps outlined below to approve your contract.

1. Go to Banner Web main page. This can be accessed from the following link bannerweb.utica.edu or from the Utica University homepage by clicking on “Logins” at the top of the page.

2. Select the “Enter Secure Area” link.

3. You will then be prompted to enter your Utica username and password.
4. Once you have logged in, you can either select the “Employee” tab or the “Employee” link.

5. Select the “Faculty Load and Compensation” link.
6. Select the “Compensation and Acknowledgment” link.

7. Select the appropriate term from the drop-down menu and press “Go.”
NOTE: If your contract(s) are still being processed and are 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 been completed, you will see a date filled in to the right of “Acknowledgement Date” and a message near the top of the screen stating, “Your change was saved successfully.”