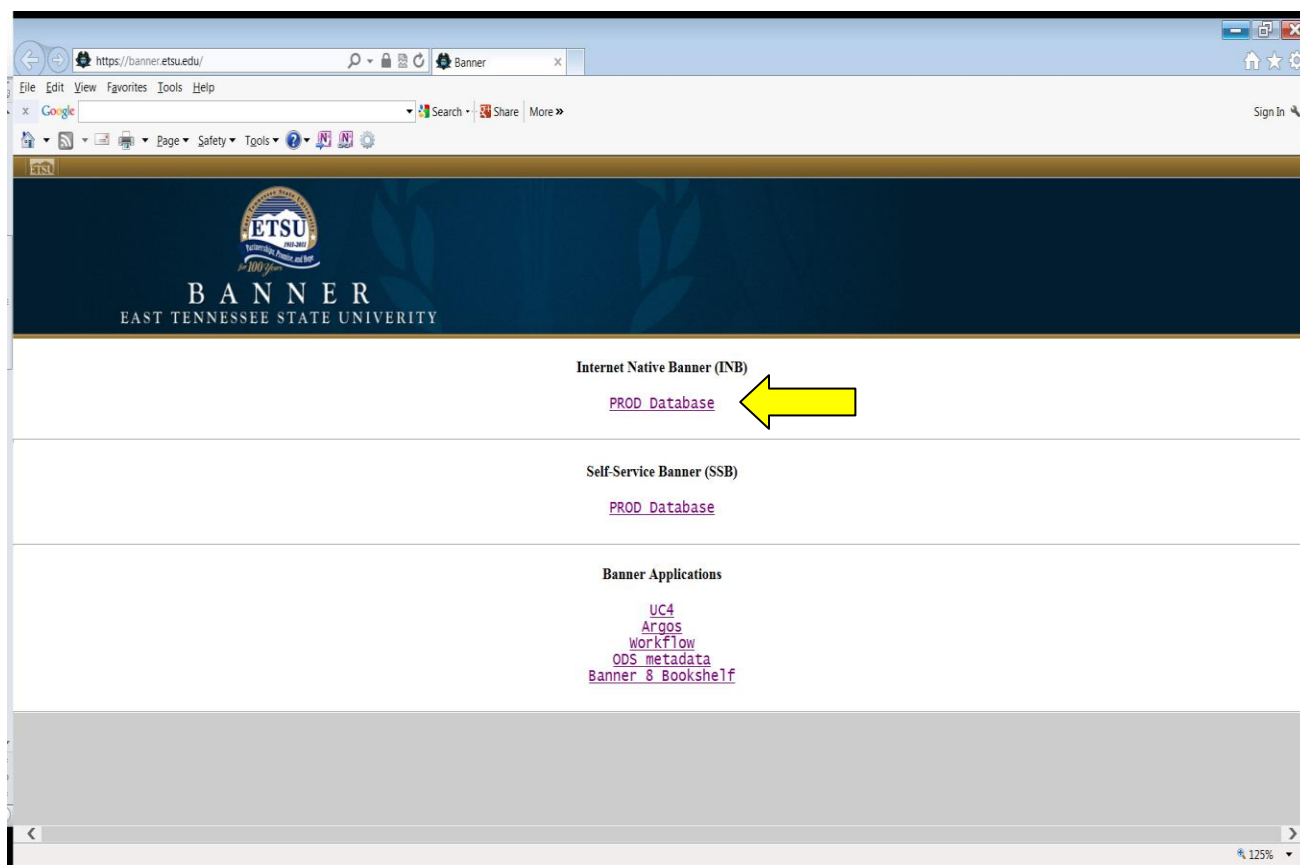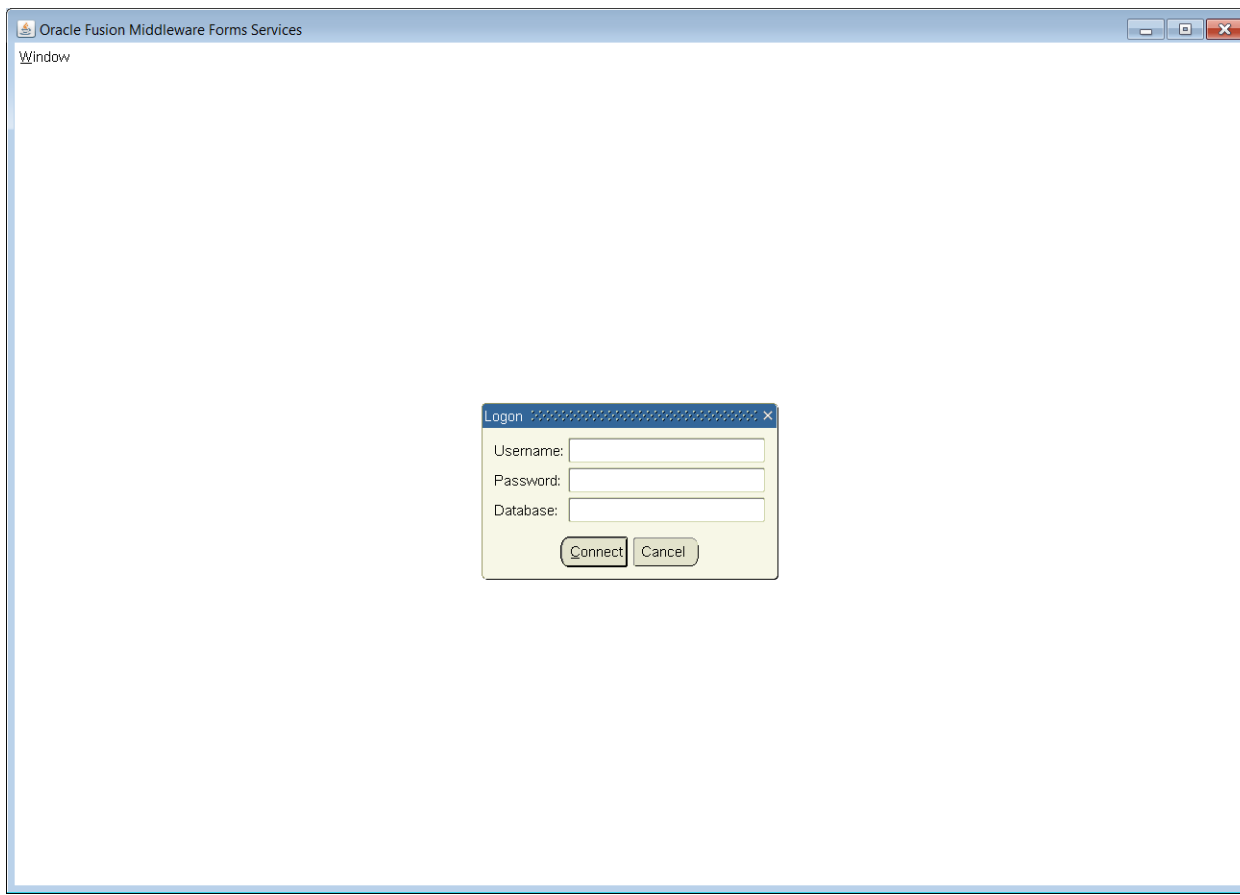# Banner INB Logon Procedure to Obtain e~Print Access

If you have never utilized the Internet Native Banner (INB) Production Database, the following describes the initial Logon procedures.

To access the Banner database, go to https://banner.etsu.edu/ which will take you to the following screen.

Click on the Internet Native Banner (INB) PROD Database link indicated by the yellow arrow.
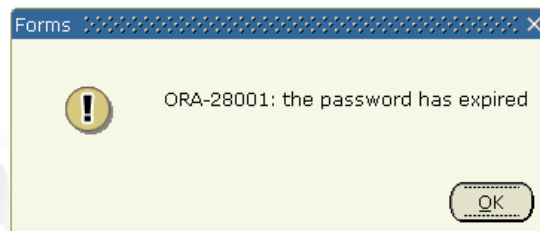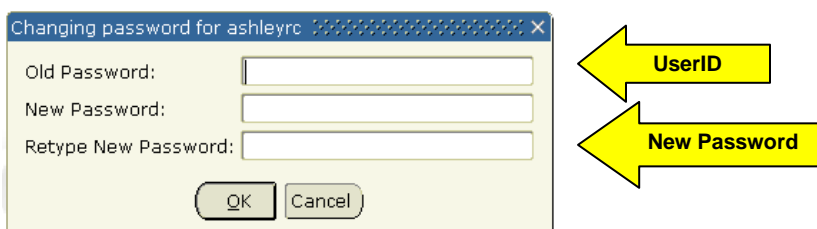
You will then find this Logon screen.

The first time you logon, your *password* will be the same as your ETSU email *userID*.

Enter your ETSU email userID as Username **and** Password and click "Connect". No entry into the Database field is required.
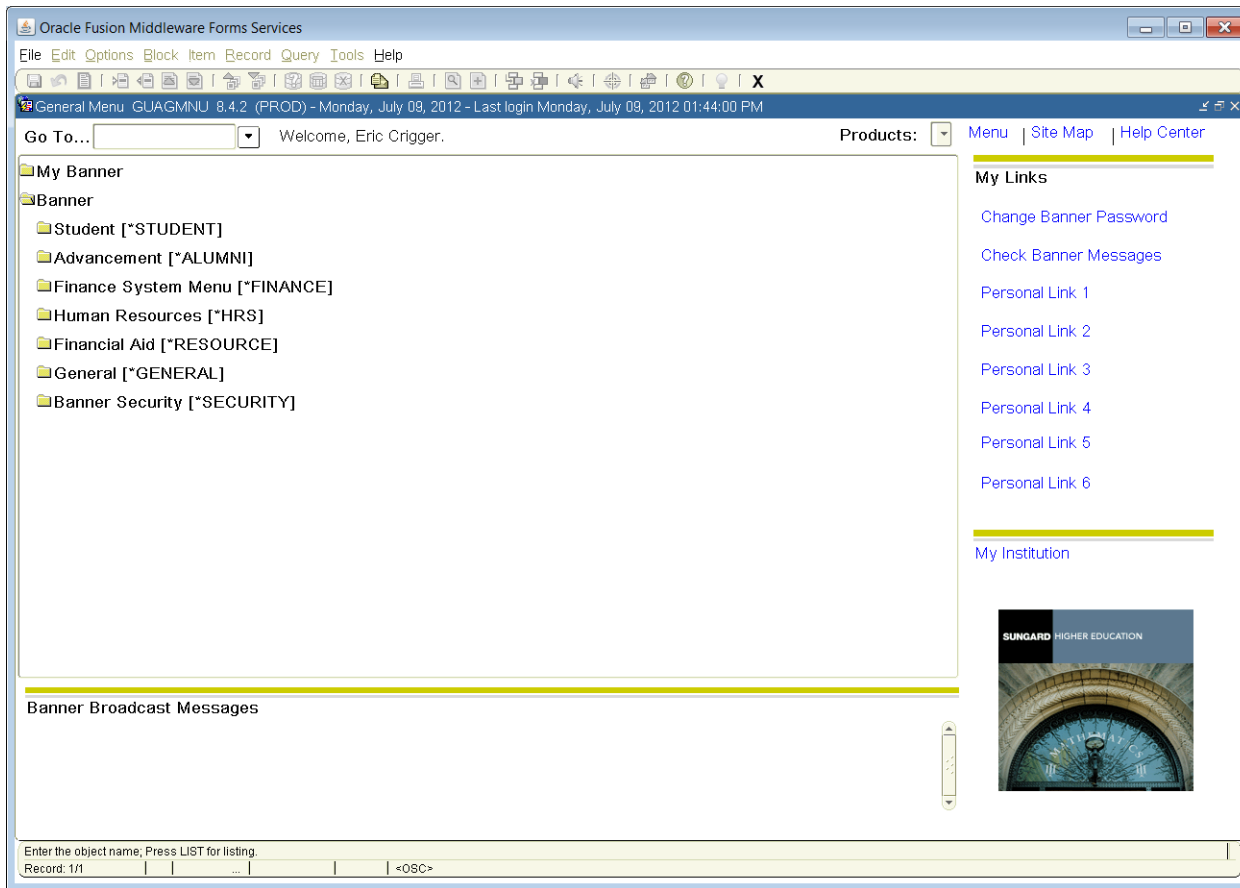
You will get the following message that your password has expired.

Click "OK" to change your password.

Once you have created your new secure password, the following screen will be displayed.

This procedure is necessary to create the password you will need to access e~Print. You can now click the X in the upper right corner to disconnect from Banner.

After setting up your password for e~Print, you can follow the instructions for logging on to the Banner e~Print report repositories.