How to Log In to Banner Self Service and SUNY Orange Email

1. Navigate to the college home page at www.SunyOrange.edu

2. Click on the link for MySunyOrange

3. On the log in screen:
   - Your user name is your A number
   - Your default password is your date of birth in 6 digits: MMDDYY

**TROUBLESHOOTING:**
1. Your A# is located on your student ID card or class schedule
2. If you forgot your password, click on the “Forgot/Reset your password?” link. By answering your security questions, you can reset it.
3. If you still have problems, call the help desk at (845) 341-4749 or 4735 or email helpdesk@sunyorange.edu

Click on **Gmail** for your SUNY Orange email inbox

Click on **Banner** to view academic information

Your email address can be found:
   - In Banner under “View email address” or
   - In your inbox at the top of your page
How to Find your Academic Advisor in Banner

Your assigned Advisor is connected to your academic program and is the best resource for guidance and information about your program and field.

Go to www.sunyorange.edu
Click on MYSUNYORANGE (toward right corner of page) and Log in
Click on Student and Financial Aid
Click Student Records
Click View Student Information

Your assigned Advisor’s name shows under “Primary Advisor.”

How to View your Transcript in Banner

You can print an unofficial copy of your transcript which provides information about what courses you have taken at SUNY Orange, the grades you earned and your GPA.

Go to www.sunyorange.edu
Click on MYSUNYORANGE (toward right corner of page) and Log in
Click on Student and Financial Aid
Click Student Records
Click Academic Transcript

To prepare for your advising session, use your program sheet located in the online college catalog (SUNY Orange webpage under “Academics“) or available at the Advising and Counseling Center and check off current and completed courses showing on your transcript.

How to Check the Online Schedule of Classes in Banner

Review the online schedule of classes and put together a preliminary schedule.

Go to www.sunyorange.edu
Click on MYSUNYORANGE (toward right corner of page) and Log in
Click on Student Tab (on top of page)
Click Registration
Click Look Up Classes
Select a Semester
Select Subject Area and Course Number
Click Class Search (bottom of page)

You may also search by Session and select a specific campus, satellite location, day or evening class or search by Instructor or by Attribute Type.