

Notice to all PASPort Users

[Google Chrome](#) recently made some changes with its browser which has caused problems with PASPort links inside **Self-Service Banner/Banner Self-Service (SSB)**. The problem *some* users face is receiving the following login screen after they click on SSB links:



IMPORTANT INFORMATION

If this is your first time logging into Oleweb, your default PIN is your date of birth.
Date of birth is in **MMDDYY** format without any punctuation.

Every student wishing to access Oleweb must complete the PIN reset process one time to create a new PIN. This will not have to be repeated.

Your User ID will continue to be your LCC ID Number or your Social Security number.

The new PIN number **must be a 6-digit number**. Do not use letters, characters or try to reuse your date of birth.

On the Login Verification Security Question and Answer page you must enter a question and the answer. Once this process has been completed, you will use your new PIN for all Oleweb access.

❌ Authorization Failure - Invalid User ID or PIN.

User ID:

PIN:

RELEASE: 8.8

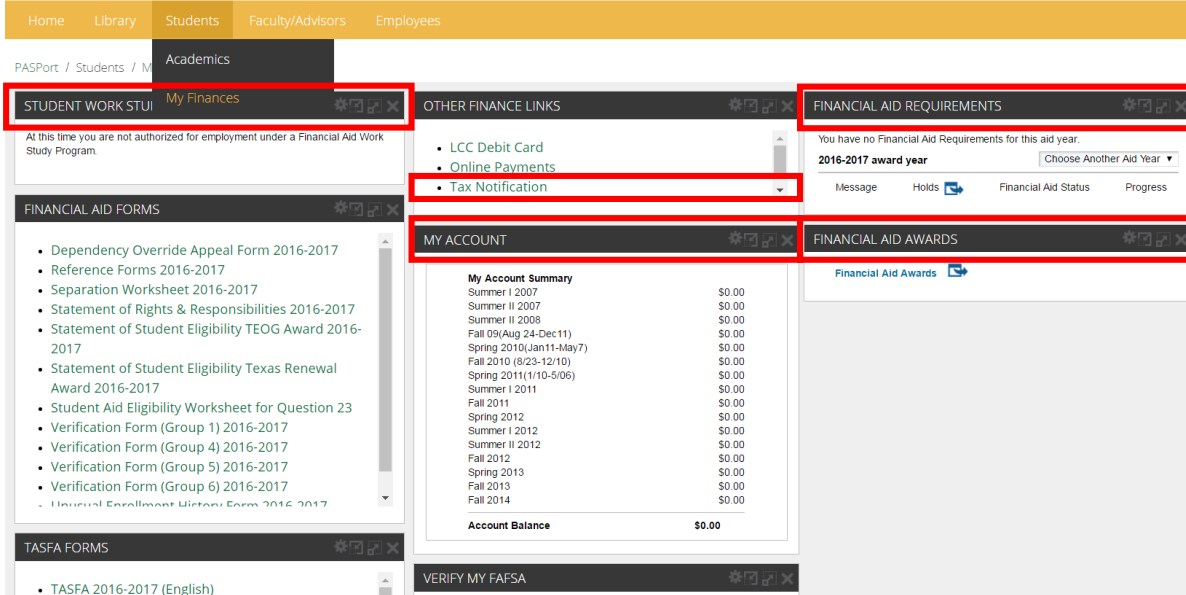
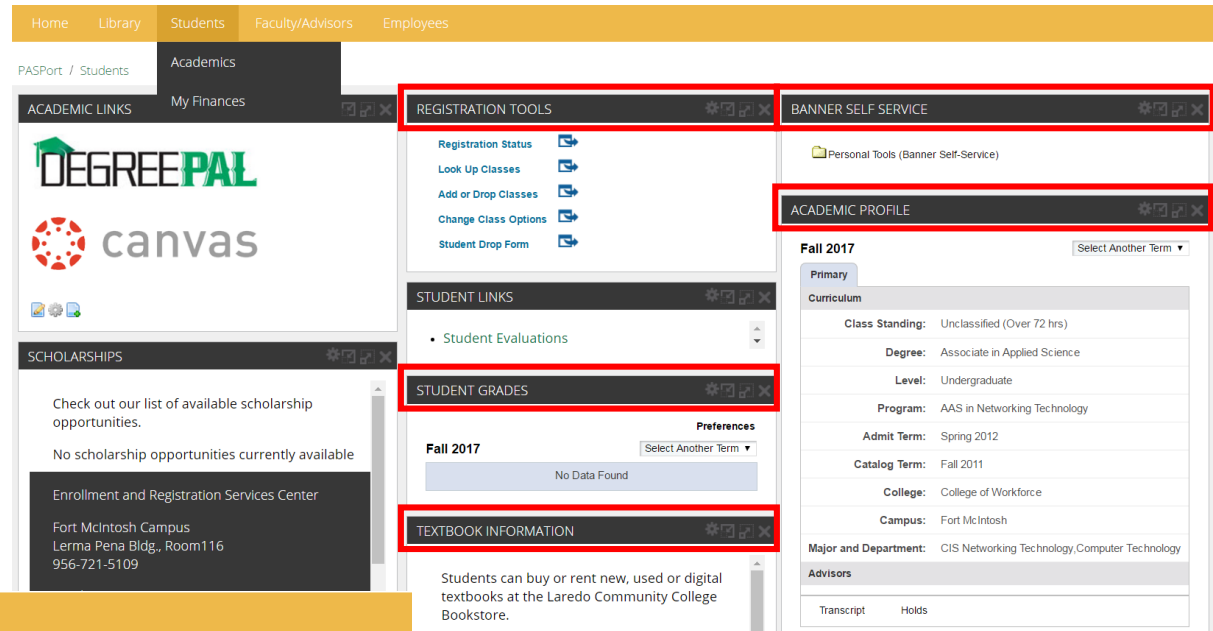
In normal operations, a user is not supposed to receive this screen, rather the system should automatically log in a user upon clicking on those SSB links. Therefore, to resume normal operation, we are asking our users to please use [Internet Explorer](#) if you are to visit one of the SSB links. Any other use of PASPort that are not those SSB links, can be done in *any* browser.

We know this is an inconvenience, but our IT Department is working to resolve this browser compatibility issue. In the meantime, please use this workaround.

The links affected are as follows:

Students

- Students Tab → Academics
 - Links under “Registration Tools”
 - Links under “Banner Self Service”
 - Links under “Student Grades”
 - Links under “Academic Profile”
- Students Tab → My Finances
 - Links under “Student Work Study”
 - The “Tax Notification” link under “Other Finance Links”
 - Links under “My Account”
 - Links under “Financial Aid Requirement”
 - Link under “Financial Aid Awards”



Faculty/Advisors

- Faculty/Advisors Tab
 - Links under “Advisor Dashboard”
 - Links under “Faculty Dashboard”
 - Links under “Faculty Registration Tools”
 - Links under “Banner Self Service”
 - Links under “Faculty Grade Assignment”
 - Links under “Faculty Schedule”

Home Library Students Faculty/Advisors Employees

PASPort / Faculty/Advisors

ACADEMIC LINKS

DEGREEPAL
canvas

FACULTY FORMS

- Grade Change Form
- Incomplete Grade Form
- Online Drop Form

ADVISOR DASHBOARD

Term:

ID:

-Or-

Last Name:

First Name:

Student Advisees Both All

FACULTY DASHBOARD

FACULTY LINKS

- Active Assignments
- Add or Drop Classes
- Assignment History
- Class Schedule
- Course Catalog
- CRN Selection
- Detail Class List
- Faculty and Advisor Security Information
- Faculty Detail Schedule
- Final Grades
- Look Up Classes
- Midterm Grades
- Office Hours
- Register Student
- Registration Overrides
- Select Term
- Special Services Faculty Guide
- STARS
- Summary Class List
- Syllabus Information
- Week at a Glance

FACULTY REGISTRATION TOOLS

[Look Up Classes](#)

[Add or Drop Classes](#)

BANNER SELF-SERVICE

Personal Tools (Banner Self-Service)

FACULTY GRADE ASSIGNMENT

Preferences

Grade Status

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
No Final Grades are required at this time.							

FACULTY SCHEDULE

My Classes (Daily View)

Class Time	Course Title	Location	Assigned Hours
There are no scheduled meeting times.			

FACULTY SENATE

Welcome

Announcements

- Senate meetings are held the first Friday of each month from 12:30 p.m. to 2:00 p.m. in LEAC 301 (unless otherwise notified).

Employees

- Employees Tab
 - “Self-Service Banner (SSB)” link under “Banner Links”
 - Links under “Banner Self Service”
 - Links under “Employment Details”

The screenshot displays the PASPort interface for the Employees section. At the top, a navigation bar includes links for Home, Library, Students, Faculty/Advisors, and Employees. Below this, the breadcrumb path reads "PASPort / Employees".

The main content area is divided into several panels:

- HUMAN RESOURCES:** Contains a "Forms & Documents" dropdown menu and a list of links under the "Employees" heading, including "Course Enrollment Request", "Non-School Employment Request", "Payroll Schedule (FY 2016-2017)", "Performance Evaluation Training (2015-2016)", "Personnel Requisition", "Progressive Disciplinary Action Procedures", "Request for Personnel Action", "Request for Public Records", "W-4 Employee Withholding Allowance Form", and "Administrative & Professional Employee Performance Evaluation Form (2015-2016)".
- EMPLOYEE LINKS:** Lists "Intranet", "Online Timesheet", "STARS", and "Webmail".
- SURVEYS:** Features a survey announcement: "We want to hear from you! This is your opportunity to let us know what you think about a variety of topics at LCC. Click on a survey below and give us your suggestions. Please exercise good judgment and refrain from using language that may be considered offensive when submitting comments. Relevant ideas and suggestions will be brought to Campus Assembly and campus leaders for discussion and consideration." It also lists "HR Custom Satisfactory Survey", "Thanksgiving Luncheon 2016" (Monday, November 14th and Wednesday, November 16th), and "Professional Assistants Dav Luncheon".
- BANNER LINKS:** Lists "Self-Service Banner (SSB)" and "Internet Native Banner (INB)".
- BANNER SELF SERVICE:** Contains a link for "Personal Tools (Banner Self-Service)".
- EMPLOYMENT DETAILS:** Lists "Direct Deposit", "Pay Stub", "Job Details", "Leave Details", and "Employee Directory", each with an external link icon.
- CAMPUS ASSEMBLY:** A partially visible panel at the bottom left.

Red boxes in the original image highlight the "Self-Service Banner (SSB)" link in the BANNER LINKS panel, the BANNER SELF SERVICE panel, and the EMPLOYMENT DETAILS panel.