

## **Steps to Request GFLEX on Banner Web:**

1. Log onto [www.gram.edu](http://www.gram.edu)
2. Click on Banner Web
3. Enter Secure Area
4. Enter ID number and PIN
5. Click on Student tab under the Main Menu
6. Click on Request GFLEX
7. Key in GFLEX dollar amount from the maximum amount available
8. Click on Submit
9. Click to Confirm

**Then the student will receive a confirmation screen stating “You have successfully submitted your request on the current date.”**