Accessing Banner Web

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Important Notes:
*Users who are logging into Banner Web for the first time must have an active PLU ePass account. If you have not activated your ePass account please click on this link and follow the set up instructions: https://newepass.plu.edu/public/tools/request_epass.php

*Please use Internet Explorer (IE) when accessing Banner Web. This is the preferred browser for all Banner products.

Finding Banner Web
Choose one of two ways to navigate to the login page for Banner Web

1. Open a session of Internet Explorer (IE) and enter the following URL:
   a. https://banweb.plu.edu
   b. Select Enter Secure Area (Banner Web)
2. Open a session of IE and navigate to Banner Web from the PLU homepage:
   a. http://www.plu.edu
   b. Select eResources > Systems > Banner
   c. Select Enter Secure Area (Banner Web)

First-Time Users
The first time you access Banner Web you will be prompted to create your own PIN which you will use to access the site on future visits. To do this you must have an active PLU ePass account since the process of creating your PIN will use your ePass to send you TWO verification emails.

1. Once you’ve navigated to the login screen click on the First-Time User button:
2. Carefully read and follow the on-screen instructions and then click Request PIN Reset Key

**Do Not Navigate away from this page**

3. You will now receive the **first of two** emails which contain temporary PIN’s.
   
a. The first email will contain a temporary PIN that will serve as verification. Copy and paste the PIN into the PIN Reset Key field and then click Reset PIN Now
   
b. You will be returned to the main login page. Wait for the second email which will contain a second temporary PIN.
c. When you receive the second email, enter your PLU ID, the second temporary PIN and then click **Login**.

d. The temporary PIN is pre-expired so you will be prompted to enter it again, and then create a PIN of your choosing (entered twice).

e. Click on **Login**!
Disabled Account or Forgotten Hint Response
If you’ve forgotten your PIN and/or your account has been disabled, or you can’t remember your hint response, click on the Disabled Account or Forgotten Hint Response button and refer to the First-Time User instructions above for resetting your PIN.

User Login

STUDENTS: Please visit the PLU Student Accounts web site for payment option information.

Please enter your Identification Number (PLU ID) and your regular Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID: PIN: NOTE: If you have been issued a Registration Access Code, this will be requested later and should not be entered here.

Login Forgot PIN?

If you are a first-time user who is an active PLU student or are a newly admitted student and you DO NOT have an active PLU email account, please contact Student Services at (253) 535-7161 for assistance with assigning your PIN.

Other options:

First-Time User?

Disabled Account or Forgotten Hint Response?

Forgotten PIN
If you’ve forgotten your PIN, but you remember the answer to your security question, you may use the Forgot PIN option.

1. Enter your PLU ID and then click the Forgot PIN button. Answer the security question and click Submit Answer.

Security Answer

You will then be asked to enter a new PIN for future access.

User ID: 12345678
Question: Mother’s Maiden Name
Answer: 

Submit Answer Reset

2. Create a new PIN and select Reset PIN.

Your PIN has to be reset. Please change it now.

New PIN: 
Re-enter new PIN: 

Reset PIN