Login Instructions for Banner Web
(University of Dallas, Satish & Yasmin Gupta College of Business)

Note: If you have ever logged in to Banner Web, go directly to "Subsequent logins"!

Initial login:

1. Go to www. udallas.edu and click the **MyUD** link at the upper right; then scroll down the screen to select the **Banner Web** link.

2. Click Enter Secure Area. Enter User ID, which is your 9-digit UD ID (900xxxxxx).

3. Initial PIN: your birthdate in numerical form (mmddyy). Ex: Jan. 25, 1980 = 012580
   Note: If your birthdate is not in the computer system, your initial PIN is the last 6 digits of your ID.

4. You must immediately change to a new PIN, which must be between 6 and 15 alphabetic and numeric characters (no special characters). To do this, re-enter your birthdate and then enter the new PIN twice, as prompted. **Remember this PIN for subsequent logins.**

5. Enter a security question and answer. The question and answer have no relationship to the PIN. If you forget your PIN, the system will use the security question to allow you to enter a new PIN.

Subsequent logins:

1. Use the Faculty/Staff link from the University homepage as described above (see #1).

2. Enter 9-digit User ID as above.

3. Enter the PIN you created when you first logged in.

4. If you have forgotten your PIN, enter your 9-digit ID, leave the PIN field blank, and click the "Forgot PIN" button. The system will ask you your security question. When you have answered it correctly, it will prompt you to create a new PIN. See requirements under #4 in the first section. **Be sure to try the "Forgot PIN" button before you call our office. Or email support@udallas.edu to reset your PIN.***

•• NOTE: You are allowed only a certain number of attempts before the system disables your login, so don't "guess" your PIN more than four times before you press the "Forgot PIN" button. After too many attempts, you'll be locked out!

SECURITY NOTES: Do not give other people your PIN. The system records the actions you have taken via the web. If you give out your PIN, you are also accepting responsibility for whatever the other person does to your account.

It is important to EXIT the BROWSER (not just exit Banner Web) when you are finished. Otherwise, another user can simply use the browser back-arrow to enter your record without having to log in.

Questions? Contact Kathy McGraw, Registrar at kmcgraw@udallas.edu or 972-721-5337.

*Revision: 2018