Log in 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, 00-0.015 he do0053Tc 0.dallas.edu
     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 securt470T77 Tw 21 us