

BannerWeb PIN Reset Form

Name (please print): _____

Cortland ID #: _____

Birth date (mmddy): _____

In the space below, please affix a copy of your SUNY Cortland ID card, a valid driver's license, or state-issued non-driver ID. Make sure the copy has not printed black and is easily read before faxing. If any information on this form is missing or unclear, or your ID is found to be invalid for any reason, the SUNY Cortland Technology Help Center will not reset your password, and will destroy this form.

PLACE COPY OF
ID HERE

Signature: _____

Date: _____

By signing this form, you agree to allow the SUNY Cortland Technology Help Center Staff to reset your SUNY Cortland **BannerWeb PIN**.

Fax this form to 607 753 5599. Within 24 business hours of receiving the fax, we will reset your SUNY Cortland BannerWeb PIN to your birthdate in **mmddy** format. You will automatically be prompted to change your PIN at your next login. Do not re-use any old PINs.

If you have any questions, please call 607 753 2500, and choose option 4.