

**SUNY Cortland**  
**Policy For Reset of BannerWeb Access Passwords (PIN)**  
**Banner Web for Students Information System**

Students who are currently attending classes on the main Cortland campus may only reset their BannerWeb access password (PIN) by presenting their *SUNY Cortland Student ID Card* at the Technology Help Center in Winchell Hall or at the Memorial Library. On-campus students who do not possess a valid SUNY Cortland Student ID Card will need to first obtain one from the ASC Offices in Neubig Hall.

New students who have not yet attended classes at Cortland and students who are not able to come to the campus because of a **geographic distance from the main Cortland campus**, may use this form to request a reset of their BannerWeb access password (PIN). Simply print this form, complete it, and fax it to the college at **607-753-5599** along with a copy of your SUNY Cortland Student ID Card, Driver's License, or State-Issued Non-Driver Photo ID Card. **This option is available ONLY to new students prior to the start of classes and those continuing students whose physical location prohibits them from coming to campus.**

Faxed password reset transactions will be satisfied by the end of the next business day after the fax is received. Request forms that are incomplete, improperly completed, illegible, or for which the proper identification is missing will not be processed and will be destroyed.

**Request to Reset BannerWeb Access Password (PIN)**

**I am unable to come to the Cortland campus to get my password reset. Please reset my BannerWeb Password to my date of birth in MMDDYY format, based upon the following information:**

**Full Legal Name:** \_\_\_\_\_

**Cortland ID:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Reason I am unable to come to campus (check one):**

- I am a "new" student who has not yet begun my classes at SUNY Cortland.
- Classes are not currently in session and I am residing outside of the Cortland area.
- I am currently attending classes abroad through the International Programs Office.
- I am currently attending only at the Mohawk Valley Graduate Center or other site.
- Other (Please explain): \_\_\_\_\_

**I am currently trying to access BannerWeb to access the following information (check one or more):**

- Registration/Course Schedules/Grades
- Financial Aid/Grants/Loans/Scholarships
- Student Accounts/Bursar/Billing/Payment Plans
- Residential Services/Housing Options

**I certify by my signature that I understand the terms and conditions of access to BannerWeb. I am including a copy of my identification as described above. I understand that my PIN will be reset to my date of birth in MMDDYY format within 48 hours (except over weekends/holidays).**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE FAX THE COMPLETED FORM AND COPY OF IDENTIFICATION TO:**  
**(607)-753-5599**