


## Banner 8 – New PIN and Security Features

Banner 8 (student record system for registration, financial aid and grading) is coming soon, and with it will come some new features regarding PIN (personal identification number) and Banner Web security. **The logon process will not be changed.** Here is an overview:

### Security Question changes (effective on first login after June 1)

You will now be required to have **two (2)** security questions. The first time you login to Banner Web, you will be required to confirm your PIN and set up security questions. Remember the answers to these questions in case you cannot remember your PIN someday!

 Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

**Question number 1 of 2.**

Question:  Q

Answer:

OR

Question:  Q

Answer:

**Don't forget to re-enter your logon PIN!**

Q Select or enter your first question – you may select a “ready-made” question or create your own, but the question must contain at least 10 characters. Make sure it is something only you have the answer for! Hint: avoid questions with dates for an answer.

A Then enter the answer. It must be a least 2 characters long. Answers are not case sensitive and spaces will be ignored for comparison.

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**If you had previously set up a security question, it will be maintained for you.**

Click **Submit** when you are finished.

After submitting question 1, you will be required to enter a second question. Follow the procedures outlined above. (the form looks identical to sample above without PIN entry)

**PIN rule changes (effective when PIN expires) – please note that your network password and Banner PIN are not linked – changing one does NOT change the other.**

1. The PIN has the ability to store more characters. The new field will require your PIN to be a minimum of 6 characters and a maximum of 12 characters.
2. The PIN may now contain alphanumeric characters (alphabet and special characters, as well as numbers)
3. Your PIN will expire every 185 days.
4. You may not use a PIN that has been used within the last 45 days.

**If you forget your PIN, here are the steps to follow:**

1. Click the **“Forgot PIN”** button, and answer your two security questions. If you can answer them correctly, you will proceed to Banner Web and be asked to reset your PIN immediately. **Note: this option will not work if you have tried 3 times – use this after 1 or 2 tries.** If you cannot answer both correctly within 3 tries, your account will be disabled and you will need to contact BTC for assistance.
2. You may reset your PIN at the registration window or in the IT department by showing a valid photo ID (student ID or state issued ID).
3. You may reset your PIN by phone by calling the central campus registration department. You must be able to correctly answer **both** security questions.