

Problems With Your Account

What if I forgot or lost my PIN?

Send a request via email to bcisewski@blackhawk.edu to reactivate your account. It may take up to 24 hours to reactivate your account. Notification of reactivation will take place via email.

How do I reset my PIN?

1. <http://www.blackhawk.edu>
2. Click on **Banner Web**
3. Key your **Employee ID**
4. Click the **Forgot PIN?** Button.
5. The Security Question page will appear. Provide the correct answer to your personal security question and click the **Submit Answer** button.
6. Key your new PIN and click the **Reset PIN** button.

NOTE: Do not repeat PIN numbers.

Banner Web is available seven days a week between the hours of 6 am to midnight.

More detailed information is available at the following URL:

<http://www.blackhawk.edu>

Click on the Help Quick Link and select Banner Web for Staff & Faculty



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*BTC is an equal opportunity/equal access
educator/employer*

<http://www.blackhawk.edu>

**Banner
for Staff
and
Employees**



Reference Guide



Banner for Staff

Banner Web allows BTC employees access to the following information and services through an Internet browser:

Personal Information:

- Change PIN and Security Question
- View Addresses and Phone
- Submit email to change Address and Phone
- View and Update Email Addresses
- View Staff Directory
- View and Update Emergency Contacts
- Submit e-mail to change marital status
- Name/Social Security Number Change Information

Employee Services:

- View Benefits and Deductions
- Payroll Information
- View W-4 and W-2 Information
- View Current and Past Jobs

Accessing Banner Web

Banner Web is a Web-based product that can be accessed through your Web browser on either a PC or a Mac. It can be accessed from anywhere you have Internet access.

Enter the following URL address —

1. **<http://www.blackhawk.edu>**
2. Click on **Banner Web**

Employees will need to know their Employee ID number and PIN to gain access.

What is my Employee ID number?

Your employee ID number appears on your paycheck. Once you obtain an ID card, it will also appear on the back of the ID card. All employee ID numbers begin with leading zeroes and are nine-digit numerical numbers. All nine digits **must** be entered.

What is my PIN?

A PIN is a Personal Identification Number that must be used in conjunction with your Employee ID number. You will need both these numbers to access employee data. Your PIN must be six digit numeric. **Your initial PIN is your date of birth.** For example—if your birth date is January 1, 1964, your initial PIN number would be 010164.

Logging into Banner Web

After accessing the Banner for Staff link,

1. Enter your **Employee ID** number
2. Enter your **PIN**
3. Click on the **Login** button
4. Re-enter your **PIN** (if expired)
5. If this is your first time logging into Banner Web, the *Security Question* option will appear.
6. The **Main Menu** appears
7. Click on any option to continue (see next page for options)

What is the Security Question? The security question is used when you have forgotten your PIN number. Key the question and answer and click **Submit**. Be sure to make the question unique to you.

Employee Information Menu

- **Benefits and Deductions—**
View your health, dental and life insurance coverage. See contributions to retirement, Flex Spending Accounts and miscellaneous deduction history. Views dependents and beneficiaries.
- **Pay Information—**
View your Direct Deposit breakdown, your earnings and deductions history, and pay stubs.
- **Tax Forms—**
View W-4 and W-2 information.
- **Certification —**
View your certification information

Personal Information Menu

- Change PIN Number
- Change Security Question
- View Address and Phone
- Submit E-mail to change Address/Phone
- View E-mail Address
- Update E-mail Address
- View Staff Directory
- View Emergency Contacts
- Update Emergency Contacts
- Submit E-mail to change Marital Status
- Name Change Process Information
- Social Security Change Process Information

Blackboard Login

Forwards you to the Blackboard Login page

NOTE: Remember to close the browser window when you finish for security.