

## Problems With Your Account

### What if I forgot or lost my PIN?

Send a request via email to [registration@blackhawk.edu](mailto:registration@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 **Student 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 look for Banner for Students*



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

<http://www.blackhawk.edu>

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**Banner  
for  
Students**



Reference Guide



## Banner for Students

Banner for Students allows students access to the following information and services through an Internet browser:

- Web Registration
- Admissions Status
- Look up/Add classes/Drop classes
- Grade Reports
- Unofficial Transcripts
- Class Schedule
- Registration Fee Status
- Financial Aid Status
- View/Update Address Information
- Add/Change/Delete Email Address
- Change PIN

### Accessing Banner for Student

Banner for Students 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**

Students will need to know their Student ID number and PIN to gain access.

### What is my Student ID number?

Your student ID number appears in your acceptance letter and on your schedule bill which you receive when you register for classes. Once you obtain an ID card, it will also appear on the front of the ID card. All student 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 Student ID number. You will need both these numbers to access student 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 for Students

After accessing the Banner for Students link,

1. Enter your **Student ID** number
2. Enter your **PIN**
3. Click on the **Login** button
4. Re-enter your **PIN** (if expired)
5. The Web for **Student Main Menu** appears
6. Click on any option to continue (see next page for options)

### Student & Financial Aid Menu

- **Admissions—**  
File an application for admission, review existing applications, their status, and the status of supporting requirements
- **Registration—**  
Check your registration status, add/drop classes, display your class schedule
- **Student Records—**  
Display your grades and unofficial transcript, view student holds
- **Financial Aid—**  
Apply for financial aid, review the status of your financial aid application, check status of document requirements, review loans
- **Student Accounts—**  
Review charges and payments

### Personal Information Menu

- Change PIN
- Student Network Logon
- View Address(es) and Phone(s)
- 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
- Change Security Question

### Blackboard Login

Forwards you to the Blackboard Login page