

Banner Web Information System

Instructions for Faculty and Staff

Login Instructions

- 1 Start on the MU home page: www.millersville.edu
 - 2 Select "Faculty and Staff"
 - 3 Click on the Banner Web icon
 - 4 Type your Banner User ID and PIN, click Login.
- To end your web session, click the Exit button.

Who is authorized to use the Web Information System?

All active faculty and advisors
Other staff authorized to access DARS/Banner student data

What is my Banner User ID?

The Banner User ID is a 9-character identifier (starting with an "M") that uniquely identifies each MU employee in the Banner database. Enter the whole ID (including the capital "M") at the User ID prompt.

If you do not know your Banner User ID, please ask your department secretary to look it up for you in the Banner system, or contact the Human Resources Office in Dilworth at 872-3017.

What is my Banner PIN number?

The Banner PIN number is a 6-digit Personal Identification Number that must be entered with your Banner User ID to access web information. It provides added security, similar to the PIN used with your banking or credit card.

The first time you log in to use the Banner Web information system, **your PIN number will be your birth date in the format MMDDYY** (ex. July 1, 1957 is 070157). You will get a message that your PIN has expired and you will be required to change it, as follows:

1. Reenter your old PIN (birth date).
2. Type a new PIN (must consist of 6 numbers).
3. Reenter your new PIN to confirm. Click Login.

The next time you log in to the system, begin using the new PIN. You may change your PIN as often as you like – just follow the instructions on the web. **If you forget your PIN number** you will need to contact the Human Resources Office (872-3017) for assistance during office hours, M-F 8 am - 4:30 pm, or send email to human.resources@millersville.edu.