Onetime setup unless you forget your PIN.

You must set a PIN (Personal Identification Number) when you first use Web Time Entry or Leave Reporting. The PIN is a unique six-digit number for certifying your identity when submitting time sheets and leave reports, not the registration PIN.

On the Main Menu in Banner Self-Service click Personal Information.

Change Your PIN

1. Click Change your PIN to select a new PIN on the Change PIN page.
2. Enter your Old PIN. The Old PIN for first time users is yynnnn (where yy is your birth year and nnnn is the last 4 digits of your SSN). If you have ever changed this PIN but cannot remember it, you must be reset.*
3. Enter New PIN. Choose a six digit number. Be selective in your choice here as your identity is verified by the use of your PIN when submitting your time sheets and approvals.
4. Re-enter new PIN.
5. Click Change PIN after completing your entries. The Reset button clears all entry fields.

*If your old PIN is incorrect you will see: “Old PIN number verification error!” Please contact the Tech Desk at X1595 for a PIN reset. After you are reset, Self-Service returns you to the option to Change PIN.

Change Your Security Question

To reset your own PIN at a future time, please establish a security questions. (One time set-up)

2. Enter your current PIN to Confirm your PIN.
3. Enter a Question and Answer in the designated boxes.
4. Click Submit when you are finished. Reset clears the Question and Answer boxes if you are making corrections.

Forgot Your PIN?

When you do not remember the PIN and you have a security question established,

1. Click Forgot your PIN?
2. Respond to the security question.
3. Click Submit Answer, Reset your PIN to a new six digit number.

*Contact the Tech Desk at X1595 to reset your PIN if you do not have a security question.

For more details on completing your time sheet or leave report, please see the Web Time Entry & Web Leave Reporting page.