



Banner Web Login and Registration Instructions

1. Go to the MCSOL Home Page at <http://www.law.mc.edu> and click on the BANNER WEB button.

NOTE: There is a limit to the amount of time you can remain in the system WITHOUT CHANGING WEB PAGES. If you exceed the time limit, you will be logged out and will be required to re-enter your User ID and PIN to regain access. You can move from page to page by using the back and forward options in your web browser or the buttons at the top and bottom of each page.

2. Click on **Enter Secure Area**.
3. Enter **User ID** - User ID is your Social Security Number (no dashes).
Enter **PIN** - PIN is initially your date of birth entered as MMDDYY (example 062380).

NOTE: The first time you login, you will be required to change your PIN.
Five incorrect login attempts will lock you out of the system.

PIN information will NOT be given over the phone.

Login Verification Change PIN

Re-Enter Old PIN: (Enter Birth date again as mmddyy.)

New PIN: (Must be six numbers in length. Make up six easy digits that you will remember because you will use these six digits henceforth, every time you login to Banner Web.)

Re-Enter new PIN: (Re-Enter the new six digits you just finished putting in.)

Login Verification Security Question and Answer

Enter a **Security Question** and **Answer**. Should you forget your PIN, this will allow you to reset your PIN and gain access to your information.

If you forget your PIN and the answer to your Security Question, see Judy Burnett in the Dean's Suite to get your PIN reset.

4. Read and Accept the **Terms of Usage** by clicking the **Continue** button at the bottom of the page.
5. Click the **Login** Button.