Good morning,

This email is from IT @ CBU about how to use your CBU email and platforms integral to your success during your time here. Here are some important directions to follow.

Using BannerWeb

- Log into BannerWeb at https://www.cbu.edu/bannerweb
- Use your 899 number as your User ID and your BannerWeb PIN is "123456"
- Once you log in, you'll see the following screen. Follow the instructions and make sure to write your new PIN down. Once you click Confirm New PIN, click the Login button next.

Change PIN

> You must enter your old PIN and your new PIN. Re-enter your new PIN for verification.
>
> Here are some things to consider when changing a PIN:
> - You must use between 6 and 15 characters for your pin
> - DO NOT use common phrases or letters or numbers
> - DO NOT use special characters
> - Do use both upper and lower case letters. Your PIN is case sensitive.
> - Do use one or more numerical digits

Enter Old PIN: [   ]
Enter New PIN: [   ]
Re-enter New PIN: [   ]

[Change PIN] [Reset]

RELEASE: 8.9

- Once you're logged back in, accept the Terms of Usage and you'll be prompted with the screen below. Write down your security question and answer and keep it somewhere safe.

> Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin: [   ]

Question: [Not Selected   ▾]
Answer: [   ]

OR

Question: [What year did I graduate from high school?]
Answer: [   ]

[Submit] [Reset]

Activating Your CBU Email in BannerWeb

- Log into BannerWeb and click Personal Information
- Click View or Change Your Active Directory/Email Information
- You'll have the screen below pop up with your CBU email info. You can change your password here if you 'd like. Just be sure to write it down somewhere and keep it safe.

Christian Brothers University Active Directory/Email password change

Kenneth Guy is assigned the email address: ██████████
Your Active Directory username is: ██████████

The password you enter will be used for your CBU e-mail address and your active directory login.

User ID: ██████████ (This is your 9 digit CBU ID number. IE; 899******)
Banner Web PIN: ██████████ (This is the PIN you used to login to Banner Web)
New Email Password: [＿＿＿＿＿＿] (This is the password you are changing)

The new Password **must** contain characters from each of the following categories:

o Uppercase characters A-Z
o Lowercase characters a-z
o Base 10 digits (0 through 9)
o Nonalphanumeric characters: ~!@#$%^&*_-+=`|\(){}[]:;<>,.?/
o The length must be between 8 and 15 characters long
o Does NOT include your username

Additional information about accessing your CBU email can be found at https://www.cbu.edu/webmail

Additional information about Banner Web can be found at https://www.cbu.edu/banner-web

If you have difficulty logging into Banner, please contact the CBU IT Service

Help Desk at (901) 321-4438 or help@cbu.edu