BannerWeb is the University of Dallas campus-wide student information system where you can update your personal information, register and drop classes, and set up your emergency notification.

Our emergency notification system will automatically contact you at your udallas.edu email address and your preferred telephone number in the event of weather-related closings or other campus emergencies. Don’t forget to update your personal information in BannerWeb if you move or change your phone number or email addresses.

**Once you have logged in to BannerWeb, verify your personal information is correct by selecting “Personal Information” and set up your emergency notification.**

University of Dallas

Office of the Registrar

**Initial login:**

1. Go to www.udallas.edu and click on MY UD at the upper right section of the home page; then choose “Banner Web.” (The direct address is https://banweb8.udallas.edu.)

2. Enter User ID, which is your 9-digit UD ID (900xxxxxx).

   
   **Note:** If your birthdate is not in the computer system, your PIN is the last 6 digits of your ID.

4. You must immediately change to a new PIN, which must be between 6 and 15 alphabetic and numeric characters (no special characters). To do this, re-enter your birthdate, and then enter the new PIN twice, as prompted. Remember this PIN for subsequent logins.

5. Enter a security question and answer. The question and answer have no relationship to the PIN. If you forget your PIN, the system will use the security question to allow you to enter a new PIN.

**Subsequent logins:**

1. Use the Students link from the University homepage as above, or go to https://banweb8.udallas.edu.

2. Enter 9-digit User ID as above.

3. Enter the PIN you created when you first logged in. This is the PIN you created, NOT the PIN your advisor gave you at registration.

4. If you have forgotten your PIN, enter your 9-digit ID, leave the PIN field blank, and click the “Forgot PIN” button. The system will ask you your security question. When you have answered it correctly, it will prompt you to create a new PIN. See requirements under #4 above. Be sure to try the “Forgot PIN” button before you call our office.

   **NOTE:** You are allowed only a certain number of attempts before the system disables your login, so don’t “guess” your PIN more than four times before you press the “Forgot PIN” button. After too many attempts, you’ll be locked out!

**SECURITY NOTES:** Do not give other people your PIN. By using your Banner Web account, you accept responsibility for financial and academic consequences. The system records the actions you have taken via the web. If you give out your PIN, you are also accepting responsibility for whatever the other person does to your account! KEEP YOUR PIN PRIVATE.

It is important to EXIT the BROWSER (not just exit Banner Web) when you are finished. Otherwise, another user can simply use the browser back-arrow to enter your record without having to log in.