Requesting a BannerWeb Account

If you attended Principia College and would like access to your digitized academic records which we may have in our system ^(A), this document provides the necessary instructions and steps.

1) Send a fax or letter (not email) with the following information:

- Your name
- Your address
- Your phone number(s)
- An email address at which we will contact you
- Your graduation year (or last year attended)
- Indicate that you wish to have a BannerWeb account set up for your personal use
- Your signature (This MUST be handwritten no digitized signatures)

If faxing your request, send to:	618-374-5105 Attn: BannerWeb Account
If mailing your request, send to:	Registrar's Office Attn: BannerWeb Account Principia College 1 Maybeck Place Elsah, IL 62028

2) Standard turn-around time for us to set up a new account is one to two business days upon receipt of proper request.

3) Once your account is set up, you will receive two emails from someone in the Registrar's office providing you all the information you'll need to find and log into your new BannerWeb account.

NOTE: The next page is a sample fax page which, if desired, you can print out – fill in – and then fax to us for your request.

(A) Records for most students attending Principia College prior to 1987 are not in our current computer system and, therefore, BannerWeb will not provide access to those records.

Request for New BannerWeb Account

Date:		To: Fax:	Registrar's Office Attn: BannerWeb Account Principia College 618-374-5105
From:	(Printed Name)		_
	(Address)		_
	(City/State/Zip)		_
Phone:			

Please set up a new BannerWeb account in my name for my personal use. I graduated from, or last attended, Principia College in ______.

I understand that it may take up to two business days after your receipt of this fax before the account is ready for my use. I also understand that you'll contact me via email with the information I'll need to find and log into my BannerWeb account. Below is the email address at which I'd like you to contact me.

Email address:

Thank you for your assistance.

Signed:

(Hand-written signature)