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: Registrar’s Office
                      Attn: BannerWeb Account
                      Principia College
                      Fax: 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)