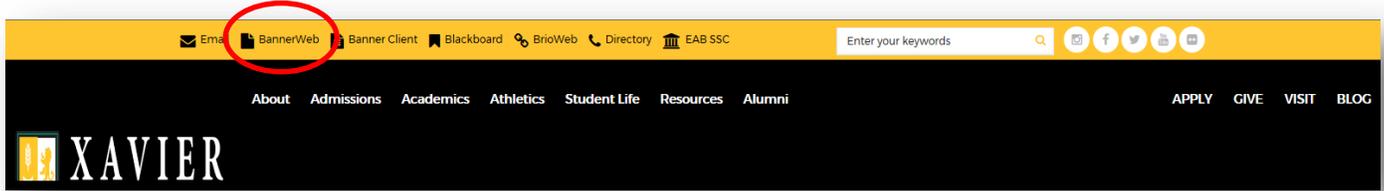
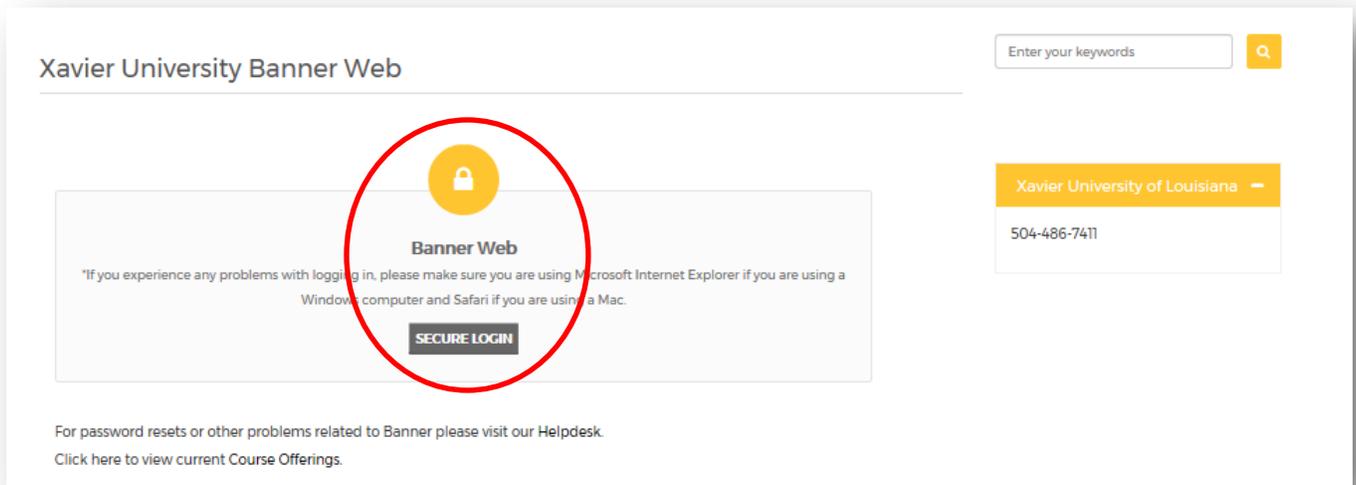


HOW TO CHANGE YOUR PIN

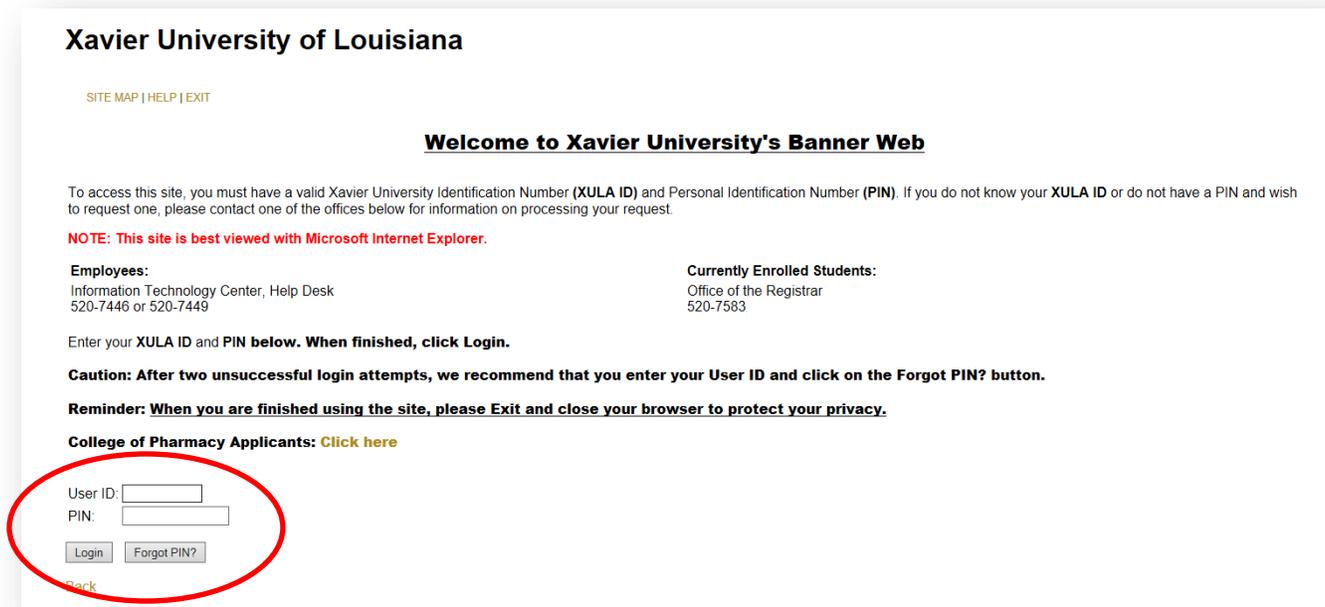
1. From Xavier's main page (www.xula.edu), click on the BannerWeb link located on the upper left of the page.



2. Click on the lock icon, "Banner Web," or the Secure Login button to login to BannerWeb.



3. Enter your XULA ID # and current PIN #. Then click on the "Login" button.
☞ If this is your first time logging in, your PIN # is the 6 digits of your birthdate (mmddyy).



4. Click on "Personal Information."

Xavier University of Louisiana

Personal Information Student Financial Aid Employee

RETURN TO MENU | SITE MAP | HELP | EXIT

Welcome, [your name], to the Xavier University of Louisiana Information System! Last web access on Jul 12, 2017 at 09:55 am

-  **STUDENT & FINANCIAL AID**
Online access to information on Registration, Student Records, and Financial Aid.
-  **EMPLOYEE INFORMATION**
Benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.
-  **PERSONAL INFORMATION**
Answer a survey, view your address(es), phone number(s), e-mail address(es), and emergency contact information; View name change & social security number change information; Change your PIN.
-  **CREDIT CARD PAYMENT**
Not for Room Reservation Fee; please go to Housing web page to pay this. Also, not for Acceptance Deposit; please go to Admissions web page to pay this. For tuition and fees, or room and board charges, use VISA, Master Card, American Express, or Discover cards to make payments online.
-  **APPLICATION USER ACCOUNT STATUS**
User account status by application. **Blackboard Online Course Management, Web eMail, Xavier ("Windows") Domain, XCard Online Office ("eAccounts") etc...**
-  **Manage FERPA Contacts**
Use this form to manage your FERPA contacts access.

Return to Xavier University's Homepage

5. Click on "Change PIN."

Xavier University of Louisiana

Personal Information Student Financial Aid Employee

RETURN TO MENU | SITE MAP | HELP | EXIT



- Change PIN**
- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
Faculty and staff must also go to Human Resources to complete change of address forms for benefit providers. Otherwise, important information that is mailed to you may not get to the correct address.
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Answer a Survey

6. Follow the directions on the page to change your PIN.

Xavier University of Louisiana

Personal Information Student Financial Aid Employee

MENU | SITE MAP | HELP | EXIT

Change PIN

You must enter your old PIN and your new PIN. Re-enter your new PIN for verification.

 Your PIN must be 6 characters long and the format must comply with your site's rules. When finished, click Change PIN.

Enter Old PIN:

Enter New PIN:

Re-enter New PIN:

Initial, default PIN # is your 6-digits birthdate (mmddyy).

7. Click on the "Change PIN" button.

Xavier University of Louisiana

Personal Information Student Financial Aid Employee

MENU | SITE MAP | HELP | EXIT

Change PIN

You must enter your old PIN and your new PIN. Re-enter your new PIN for verification.

 Your PIN must be 6 characters long and the format must comply with your site's rules. When finished, click Change PIN.

Enter Old PIN:

Enter New PIN:

Re-enter New PIN:

8. Look for the confirmation message, "Your changes were saved successfully."

Xavier University of Louisiana

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)



✓ Your changes were saved successfully

[Change PIN](#)

[Change Security Question](#)

[View Address\(es\) and Phone\(s\)](#)

[Update Address\(es\) and Phone\(s\)](#)

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[Answer a Survey](#)