



## HOW TO SEND E-STATEMENTS TO PARENT AND/OR EMPLOYER

### Log in to BannerWeb:

Go to <a href="http://my.ltu.edu">my.ltu.edu</a> .
Click the BannerWeb tab
Click Login to secure area and Enter your <b>Username</b> [This is your 9-digit student number. Alumni use 5-digit student number with a 0 (zero) in front of it]
Enter your 6-digit <b>PIN</b> .
If this is your first time on BannerWeb, your <b>PIN</b> will be your birth date in the format: <b>MMDDYY</b> . After you login for the first time, you will be prompted to enter a new <b>PIN</b> .
Click " <b>Login</b> ".
Enter your old pin. (This is your date of birth (MMDDYY))
Enter your new pin. (You will need to change the original pin, which is your birthdate to another 6-digit number. This will be your new pin. <b>NOTE: THE NEW PIN NUMBER CANNOT BE YOUR BIRTHDATE. YOU WILL HAVE TO CHANGE IT TO ANOTHER 6-DIGIT NUMBER.</b>
Set up your Security Question
Enter the answer

### Once logged in to BannerWeb:

- Select the tab "Personal Information"
- Click "Update E-Mail Address(es)"
- In "Type of Email to Insert," select "Send copy of student's E-statement to Parent/Employer"
- Click "Submit," then enter the email address, then click "Submit" again