



## INSTRUCTIONS TO ACCESS UNOFFICIAL TRANSCRIPTS ON BANNERWEB

Go to [my.ltu.edu](http://my.ltu.edu).

Click "BannerWeb User Login".

Enter your Username [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 PIN.

If this is your first time on BannerWeb, your PIN will be your birth date in the format: MMDDYY. After you login for the first time, you will be prompted to enter a new PIN.

Click "Login".

Select "Student Services and Financial Aid".

Then "Student Records".

Then "Academic Transcripts".

Click "Submit".

### IF YOU HAVE FORGOTTEN YOUR PIN:

Enter your "Username" (This is your 9-digit student number/alumni use 5-digit student number with a 0 in front of it)

Click "Forgot Pin".

Your "Security Question" will appear.

Enter the "Answer" to your security question.

You will then be asked to enter a "New Pin". (**NOTE: The New Pin can no longer be your date of birth. You must change it to a new 6-digit number. It will not take letters.**)

Confirm your New Pin.

Log in.

If your Pin has been **Disabled**: contact the **One Stop Center** at **(248)204-2280** and we will Reset your Pin number.