INSTRUCTIONS TO ACCESS UNOFFICIAL TRANSCRIPTS ON BANNERWEB

Go to 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.