



**MONTANA STATE UNIVERSITY**  
**NORTHERN**

## BANNER LOGIN INSTRUCTIONS

Directions for logging into Banner for unofficial transcripts or grades.

Go to: [www.msun.edu](http://www.msun.edu)

This is the MSU-Northern home page. At the top of the page, on the right side, is a drop-down menu. Drop the menu down and click on "Banner Web~My Info."

This takes you to a Banner content page. Click on the first item "Enter Secure Area."

This takes you to a login page.

To log-in, your User ID is your SSN (no dashes).

Your PIN is your Birthday (ddmonyyyy) only 9 characters, no dashes. (for example, 26jan1990  
\*make sure that the month is lowercase\*)

The first time you log-in, it will say "your PIN has expired."

The first box on this screen is to enter your old PIN (your birthday).

The next two boxes are to enter a new PIN and verify it. This has to be 8 or more new characters of your choice and cannot be the same as it was before.

Your new PIN must contain at least one letter and at least one number. Make sure you choose a PIN you can remember, because it will be your PIN from then on.

The program will then ask you for a test question and answer to be used if you forget your new PIN number.

Finally, you will get a Student Menu from which you may make your selections.