

Access Your Student Account Online!

Online Student Account Benefits:

SPU Distance Learning students have access to online student services through the SPU student portal - BANNER. Benefits of setting up your online account include:

- ✓ Access your student ID number
- ✓ View your course grades
- ✓ Print unofficial transcripts
- ✓ Order official transcripts online
- ✓ Access the SPU library online
- ✓ Update your contact information
- ✓ Register online (www.spu.edu/cperregistration/CEDLGNRL)

Setting Up Your Account:

Access SPU's Login Setup Page: <http://www.spu.edu/findmyid>

New Users: Click the "New User Setup" and follow instructions to set up your account.

Previous Users: If you've previously logged into the Banner Info System use your username and password to log in (www.spu.edu/banner). If you don't remember your log in information, choose the "Recover Username" or "Reset Password" links found at www.spu.edu/findmyid.

Troubleshooting: Please contact the CIS Helpdesk at help@spu.edu or by calling 206-281-2982 during normal business hours.

Save your login information for future use!

Once Your Account Is Set-up:

Follow the steps above to login to Banner

From the **Student Menu** select the following options:

- Grades and Transcripts Menu
 - *Final Grades* to view course grades
 - *Academic Transcript* to view and print your unofficial transcript
 - *Request Printed/Official Transcript* to order a transcript online

From the **Personal Menu** select the following options:

- Personal Information Menu
 - *Your SPU ID Number* to find your ID number that can be used in place of your SSN
 - *Update Address and Phone* to report changes to your contact information
 - *Update Email Address*
- Computer Accounts Menu
 - *Update Your Username* and *Update Your Password* to manage your account
 - *Forward Your Email* – all SPU email correspondence will automatically be delivered to your new SPU email. You can select to have your SPU emails forwarded to a personal email.
 - *Set Up Your Security Questions* which is helpful in recovering forgotten usernames and passwords in the future!

For **Library Access Help** visit: <http://spu.edu/library/about-the-library/services/services-for-graduates>