



UNIVERSITY OF DALLAS

Instructions for Initial Banner Web Log In

1. Go to www.udallas.edu and click the Login link at the upper right; then choose "Banner Web."
(The direct address is <https://banweb7.udallas.edu>)
2. Enter User ID, which is your 9-digit UD ID# (900xxxxxx). This number is listed either at the upper right of your billing statement sent by the Business Office or at the top right of your New Student Forms letter mailed to you by the Office of Student Life.
3. Initial PIN: your birth date in numerical form (mmddy).
Ex: Jan. 15, 1985 = 011585
Note: If your birth date is not in the computer system, your PIN is the last 6 digits of your ID.
4. You must immediately change to a new PIN, which **must be 6 digits**, all numbers. To do so, re-enter your birth date, and then enter the new PIN twice, as prompted.
Remember this PIN for subsequent logins.
5. Enter a security question and answer. The question and answer have no relationship to the PIN. If you forget your PIN, the system will use the security question to allow you to enter a new PIN.

Once logged in, you can access CashNet by clicking Students, then clicking the link labeled "[Manage Your Account via CashNet payment service](#)." Log in to CashNet by re-entering your ID# and your newly created 6 digit PIN.

Once logged in to CashNet you can make a payment, set up a payment plan, or create a parent PIN. For additional information go to <http://www.udallas.edu/sas/mpp.cfm>