

Cayuga Community College

Self-Service Banner PIN Reset Form

Students who are currently attending classes on the Auburn and/or Fulton campus, and can not answer their “Forgot PIN” security question may only reset their Self-Service Banner PIN by bringing this completed form and presenting valid identification at Registrar’s Office on the Auburn Campus or the Administrative Area on the Fulton Campus.

New students who have not yet attended classes at Cayuga Community College and students who are not able to come to the campus because of a **geographic distance from either the Auburn or Fulton campuses**, may use this form to request a reset of their Self-Service Banner PIN. Print this form, complete it, and fax it to the college at **315-255-9983** along with a copy of your Cayuga Community College ID Card, Driver’s License, or State-Issued Non-Driver Photo ID Card. **This option is available ONLY to new students prior to the start of classes and those continuing students whose physical location prohibits them from coming to campus.** Request forms that are incomplete, improperly completed, illegible, or for which the proper identification is missing will not be processed and will be destroyed.

Request to Reset Self-Service Banner PIN

I am unable to come to the Auburn or Fulton Campus to get my password reset. Please reset Self-Service Banner PIN to a randomly generated new PIN and mail it to my permanent address on file, based upon the following information:

Full Legal Name: _____

Cayuga Community College ID#: _____

Date of Birth: _____

Reason I am unable to come to campus (check one):

- I am a “new” student who has not yet begun my classes at Cayuga Community College
- Classes are not currently in session and I am residing outside of the Auburn/Fulton area.
- Other (Please explain): _____

I am currently trying to access Self-Service Banner to access the following information (check one or more):

- Registration/Course Schedules/Grades
- Financial Aid/Grants/Loans/Scholarships
- Student Accounts/Bursar/Billing/Payment Plans
- Other (Please explain): _____

I certify by my signature that I understand the terms and conditions of access to Self-Service Banner. I am including a copy of my identification as described above. I understand that my PIN will be reset to a new randomly generated PIN and mailed to my local address on file.

Student Signature _____

Date _____

**PLEASE FAX THE COMPLETED FORM AND COPY OF IDENTIFICATION TO:
(315)-255-9983**