Banner - Default Username/Password for Banner Accounts

A department head must send a request to Mercy Gonzalez-Chavez who will create the account. The individual will be contacted via email and provided with a statement of Administrative Responsibility and Confidentiality. Upon return of the signed statement, the individual will be contacted via phone or email with his/her Banner username and password. Banner accounts are typically created within 3 college working days of the request. An explanation of the default username and password for this account is below:

**Username (identifier):**
Most faculty and staff will have a Banner username of the first initial of his/her first name immediately followed by his/her last name. If that username is already in use, the middle initial or a number will be used.

- John David Smith = jsmith
- Jane Mary Smith = jmsmith
- Joseph Smith = jsmith1

Your Banner Username will match your Fox ID

**Password:**
Banner passwords are randomly set by the Banner account administrator.