Instructions for Requesting Banner Student Account

1) Log into bearid.baylor.edu with your BearID and password. Click on the Request Access tab and select the user you want to request an account for. If yourself, click the box that says “Include Self”. If requesting for someone else, search by name in the Search box provided and click Select User.

2) Your name (or the name you selected) should be displayed in the User section.
3) Next, select the Baylor resource you’re requesting. Choose Banner access from the Drop down.

4) Next, check the box for Banner Student Information System and click Done.

5) Enter a comment about why you need Banner Student access. Click Submit Request.

6) You should see a confirmation that the request has been submitted. From here, your request will be sent to your supervisor for approval.
7) You can view your request at any time under the View Request tab.

8) For Banner Student Access, you will also need to fill out a BearQuest form giving more details about what is needed. Before requesting this access please determine if you need the same access of a current user as this will expedite this request. If this is the case, you will need the BearID of this user before proceeding. Go to [http://www.baylor.edu/bannsis](http://www.baylor.edu/bannsis). Log in with your BearID and password. Then fill out the form and submit.