Request Access to Banner

NOTE: Users who are classified as Auxiliary are not able to log into the myBearID portal as directed below. Auxiliary personnel will need to have someone from their department request access for them.

To request a Banner account, log into myBearID Portal at: http://bearid.baylor.edu. Select the Requests tab and then click the Request Access button.

If you are requesting access for yourself, click the Include Self checkbox. If you are requesting access for someone else, type their name in the Search box and click the icon.

Select the Banner Access from the drop-down box. Click the checkbox for the appropriate system and click the Done button.
Specify the Start Date and End Date for the access or select Permanent if End Date is not known.

Specify access period

Enter a comment about why you need Banner access and click the Submit Request button.

Submit request

You should see a confirmation that the request has been submitted. From here, your request will be sent to your supervisor for approval.

You can view your request at any time under the View Requests tab in the Requests section.

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 bearquest.baylor.edu and log in with your BearID and password. Then fill out the form and submit.