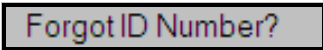


FORGOT ID NUMBER?

During the transition period, students and employees will be able to access Banner Web with both the SSN and/or the new ID number. Once the transition period expires and you forget your new ID number, you may retrieve the new ID number from your Tiger1 Card or you may securely retrieve it online using the following steps:

1. Go to Banner Web.
2. Click the Forgot ID Number button. 
3. Fill in the requested information. See example below.

First name:	<input type="text" value="Jane"/>
Last name:	<input type="text" value="Doe"/>
SSN (last 4 only):	<input type="text" value="0000"/>
<input type="button" value="Get Banner ID"/>	

4. Click Get Banner ID button.
5. You will receive a message stating that your ID number has been sent to your GSU email.

FREQUENTLY ASKED QUESTIONS

- **When will the conversion go into effect?**

The official date to receive new ID numbers is November 1, 2009.
- **Will I receive a new ID card?**

Yes. Students, faculty and staff will be issued new ID cards called the "Tiger1 Card".
- **When will I receive my new ID card?**

Students, faculty and staff will be notified by the new One Card Office regarding when the Tiger1 Cards will be available and where to obtain them.
- **Will I need the new ID number to access Banner Web?**

Yes. After the transition period, the new ID number will be required to access Banner Web.
- **After the conversion, will I be required to provide my SSN for assistance on campus?**

Yes. Some offices may still require the SSN for processing, for example employment and financial aid forms.
- **Will the conversion affect the paystub process?**

No. Employees will continue to use their last name and the last four digits of their SSN to access their paystubs.
- **I am having problems obtaining my ID number online. What should I do?**

Students should contact the Registrar's Office and employees should contact the HR Office.



ID NUMBER CONVERSION



Information Technology Center

October 2009

WHY THE CONVERSION?

Grambling State University is committed to protecting the personal information of its students, faculty and staff. Therefore, the University is transitioning from the use of the Social Security Number (SSN) to a new university ID number.

The new ID numbers will consist of the letter “G” followed by 8 numbers, for example **G98009165**. This number will be randomly generated and printed on the new Tiger1 Card.

After the conversion, you should use your new ID number as your User ID to access Banner Web. To assist current students, faculty and staff during the transition period, the University will accept your new ID number as well as your SSN through January 31, 2010. After that date, only the new ID number will work as the User ID in Banner Web.

TIMELINE

DATE	ACTION
11/01/2009	<ul style="list-style-type: none">• New ID numbers available
11/01/2009 to 01/31/2010	<ul style="list-style-type: none">• SSN or New ID Number allowed for Banner Web login
TBA	<ul style="list-style-type: none">• Distribute new Tiger1 Cards with ID Number printed on it
01/31/2010	<ul style="list-style-type: none">• Last Day to use SSN to login to Banner Web
02/01/2010	<ul style="list-style-type: none">• New ID numbers will be required to login to Banner Web

QUESTIONS???

If you have questions, please contact the GSU Help Desk at 318-274-6555.

WHERE CAN I FIND MY NEW ID NUMBER?

The new ID numbers can be accessed by students, faculty and staff the following ways:

1. On November 1, 2009, an email containing your new ID number will be sent to your GSU email address.
2. Once you login to Banner Web, a link containing the new ID number will be available on the Main Menu.
3. A new forgot ID button will be available via Banner Web.
4. The new ID number will be printed on the new Tiger1 Card.