



## Request for New BannerWeb Account

Date: \_\_\_\_\_

To: **Registrar's Office**  
**Attn: BannerWeb Account**  
**Principia College**  
Fax: **618-374-5105**

From: \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

Phone: \_\_\_\_\_

Please set up a new BannerWeb account in my name for my personal use. I graduated from, or last attended, Principia College in \_\_\_\_\_.

I understand that it may take up to two business days after your receipt of this fax before the account is ready for my use. I also understand that you'll contact me via email with the information I'll need to find and log into my BannerWeb account. Below is the email address at which I'd like you to contact me.

Email address: \_\_\_\_\_

Thank you for your assistance.

Signed: \_\_\_\_\_  
(Hand-written signature)