

Account Setup

Student Overview



Your two student logins are your **Banner** account (which uses your *Banner ID* and a *PIN*), and a general sign-in for everything else called your **Network** account (which uses a *username* and 15+ character *password*). After accessing Banner, you'll then be able to set up your Network login.

Logging into BANNER:

1. Go to <https://banner.buffalostate.edu> in a web browser and choose "Log in to Banner"
2. Your **USER ID** is your Banner ID, which begins with "B00...", and the **PIN** for this first-time login will be the six numbers for your date of birth in *MMDDYY* format.
3. You'll be asked to create a permanent PIN and set a security question to help with future PIN resets. Keep these somewhere safe!



The Banner login screen has a "Forgot PIN" tool that lets you create a new PIN if you ever lose yours. Just enter your Banner number, and click it to bring up your security question.

Set-up your NETWORK login (using Banner):

1. FROM BANNER: Choose the **Personal Information** section, then select **Setup or Reset Student Network Password**.
2. This screen shows your **Network Username** at the top, and has two blanks to create your **Network Password**.
3. After entering your 15+ character password and clicking **Submit**, you should get a confirmation message saying to expect a 15-minute delay before the new password is recognized. Use these *Network* credentials to access **email**, **Brightspace**, **Degree Works**, the **Bengal Success Portal**, campus **computers/Wi-Fi**, etc.



Set up Multi-Factor Authentication (MFA) for your Network account

Your Network account has a security feature called MFA to confirm new logins using a phone number, text message, and/or authenticator app. You'll be prompted to set this up automatically when first signing into the account, but you'll find more detailed instructions at the link here: <https://bit.ly/3y0zzjN>

Accessing your Outlook email and M365 services:

- ▶ Any Microsoft 365 sign-ins (including Outlook email, OneDrive, and the Office apps) are accessed using your Network *username* with **@buffalostate.edu** added to the end for the login address.
- ▶ Use the password and MFA options already set up for your Network account for any of these sign-ins. For example, you can sign into student Email at www.outlook.com or in the **Outlook mobile/desktop app**.

Need help? Contact the IT Help Desk at **(716) 878-HELP** or by email at ITHelpDesk@BuffaloState.edu

