

I'M NEW.
DO I GET A
NEW EMAIL
ADDRESS?



HOW DO I FIND MY NEW E-MAIL ADDRESS?

- Go to BannerWeb

https://admin4.ogeecheetech.edu/pls/ban8/twbkwbis.P_WWWLogin

- Enter "User ID" This can be either your Student ID number or your social security number entered without dashes.
- Enter "PIN" Your initial PIN is your date of birth (MMDDYY). If you have previously logged in, your PIN will be whatever you changed it to (if you opted to change it).

User ID:

PIN:

Login

- Click "Login" button
- Click either the "Personal Information" link or menu item
- Click the "View E-mail Address(es)" link
- Your Microsoft Office 365 email account will be listed as pictured below and should say **Preferred** to the right of the credential.

Microsoft Office 365 Email Address
aburkes_test@student.ogeecheetech.edu **Preferred**

