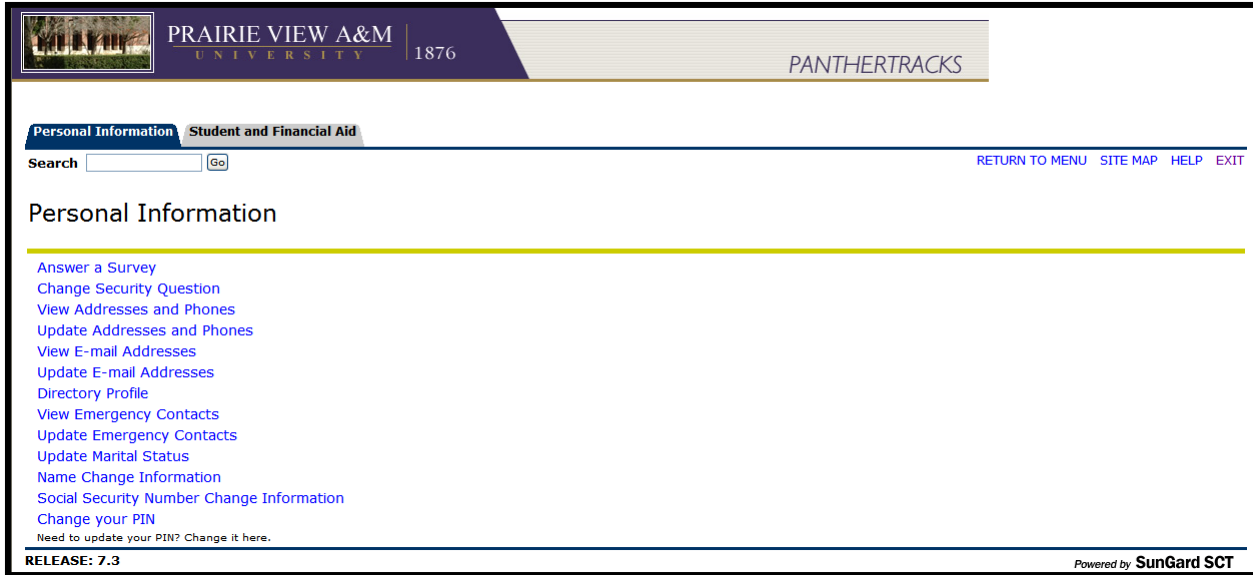


Accessing the Personal Information Menu

To access the Personal Information Menu, perform these steps:

Instructions

1. On the Main Menu, click Personal Information. The Personal Information Menu appears.



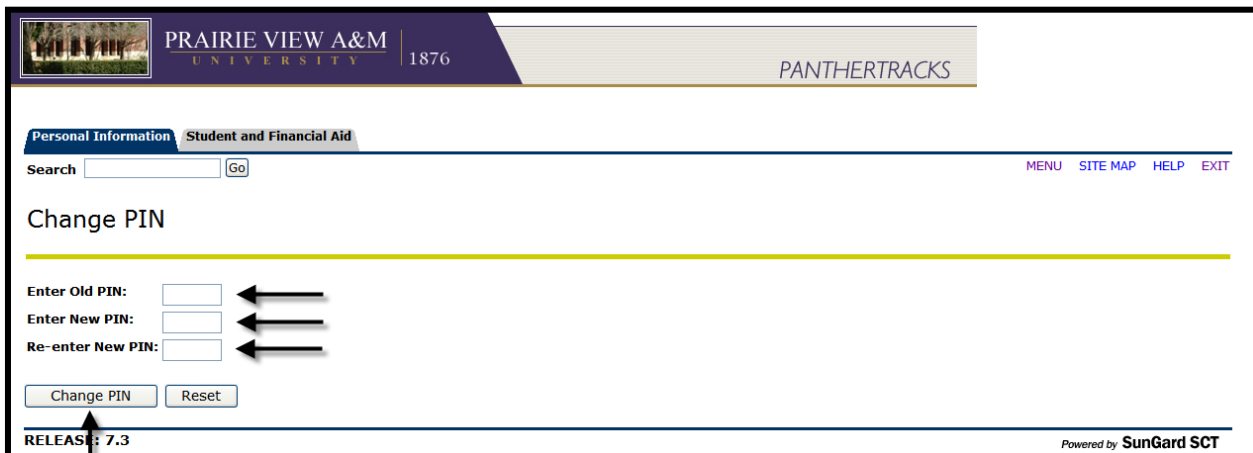
The screenshot shows the top navigation bar with the Prairie View A&M University logo and the year 1876. The main menu is titled "PANTHERTRACKS". Below the navigation bar, there are two tabs: "Personal Information" (selected) and "Student and Financial Aid". A search bar is located on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The "Personal Information" section lists several options: "Answer a Survey", "Change Security Question", "View Addresses and Phones", "Update Addresses and Phones", "View E-mail Addresses", "Update E-mail Addresses", "Directory Profile", "View Emergency Contacts", "Update Emergency Contacts", "Update Marital Status", "Name Change Information", "Social Security Number Change Information", and "Change your PIN". A note below the list says "Need to update your PIN? Change it here." The footer includes "RELEASE: 7.3" and "Powered by SunGard SCT".

Changing a PIN

To **Change a PIN**, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change your PIN**. The **Change PIN** page appears.



The screenshot shows the "Change PIN" page. The top navigation bar is the same as in the previous screenshot. The "Personal Information" tab is selected. A search bar is on the left, and navigation links "MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The "Change PIN" section contains three input fields: "Enter Old PIN:", "Enter New PIN:", and "Re-enter New PIN:". Each input field has a black arrow pointing to it from the right. Below the input fields are two buttons: "Change PIN" and "Reset". The footer includes "RELEASE: 7.3" and "Powered by SunGard SCT".

2. In the corresponding fields, enter the **Old PIN** and enter a **New PIN**.

3. Click **Change PIN**. The *Personal Information Menu* appears, notifying you that “Your changes were saved successfully.”



You must use a new PIN when resetting. For security purposes, Banner will not allow you to use a previously used PIN.