

What's my Email ID and Password?

Email Usernames

Your email username is a combination of the first name initial and up to the first 8 characters of the last name for a maximum of 9 characters. If a conflict occurs, the last alpha character of the name will be dropped and a number added to the end to create unique usernames.

This username convention applies to all students, faculty, and staff at Lawrence Tech. Students will no longer have an email address consisting of their first and last name initials and their 9 digit Banner number. Email addresses will be more readable and reflect a more direct relationship to the user's name.

- To find your new email username log into [BannerWeb](#).
- Click on Personal Information.
- Then click on View Email addresses.
- Your new email username will be listed under Campus Email Address.

Passwords

Along with your new email account name, you'll be assigned a new default email password. The default format is your 8- digit birth date in MMDDYYYY format. You are required to reset this password on first login.