

COLLEGE OF SAINT ROSE WEB ACCESS MEMO FOR STUDENTS

How do I find out my Saint Rose Student ID?

- Go to <https://bannerweb.strose.edu>
- Click on “Login to Secure Area.”
- Find the statement “Your St. Rose ID is your User ID.” Click on the blue “click here” link.
- This brings you to a screen where you will enter your first and last name, social security number, and your PIN number. Unless you have previously changed it, your PIN is your date of birth in 6 digit format: **mmddy**. Example: June 11, 1983 is **061183**.
- Click on “Lookup”. The system will then show you what your Saint Rose ID is. Keep this number handy!

What is my PIN number?

Your pin number is your date of birth in 6 digit format: **mmddy**. Example: June 11, 1983 is **061183**. If you have ever logged into the Secure Area on the Saint Rose website, then you have already been prompted to change your pin number from your 6 digit date of birth to a new 6 digit number only you know. You were also prompted to enter a security question to which only you know the answer.

What if I forget my pin number?

If you have forgotten your pin number, type in your User ID and skip the PIN area. Click on the “Forget PIN?” button. This will lead you to the security question you entered the first time you logged in to the Secure Area. Type the answer. Click on the “Submit Answer” button. A new screen will prompt you to reset your PIN. Type in a new 6 digit number and re-enter that new 6 digit number. Click on the “Reset PIN” button.

How do I look up my grades?

1. Start at Saint Rose homepage <https://bannerweb.strose.edu>
2. Click on “Login to Secure Area”
3. Enter your User ID and PIN.
 - Enter your User ID—this is your 9 digit Saint Rose ID which starts with 7.
 - Enter your PIN. Your PIN is 6 digits set to your date of birth the first time you login in the following format: **mmddy**. Example: May 6, 1983 is **050683**.
 - If you login successfully, you will be told that your old PIN has expired. Your old PIN is your 6 digit date of birth.
 - You are then prompted to re-enter your old PIN and choose a new PIN number (6 digits, numbers only). You will be asked to confirm that new number and Click “Submit.” This new number will be your PIN for all future logins.
 - Once you enter this information, for the first time only, you will be prompted to enter a Security Question and Answer. Choose a question and answer that is confidential to you.
4. After you are in the Secure Site you will see the following menu:
 - Personal Information
 - Student Services and Financial Aid
 - Development Officer

5. Click on “Student Services and Financial Aid.”
6. This will bring you to the “Student Records” menu. Click on “Academic Transcript.”
7. You will be prompted to enter the level and type of transcript you want to view. Choose “All” for the level and “Unofficial” for the type.
8. Click on “Display Transcript.”

How do I access the Library databases on and off campus?

- Go to the library homepage, <http://www.strose.edu/academics/library>.
- Click “Research by Subject” to choose among databases organized by subject, OR Click “Databases” to browse alphabetical listings.
- Click on the database you wish to view.
- You may be prompted for your Username and Password. Your username and password are the same as your Blackboard/Email password. After entering your username and password, you will be directed to the chosen database and can begin your research.

What is my BLACKBOARD/email access information?

- Your User Name is your last name followed by the first letter of your first name and the last 3 digits of your Saint Rose ID. **Note:** If your last name is longer than seven letters, include only the first seven letters in your User Name.

Example: John Smith Student ID #: 711111606
User Name: smithj606

- Your password is initially set to your six digit date of birth.
Example: June 11, 1983 is **061183 (mmddyy)**