

Office of Human Resources

CougarNet (Banner Self-Service) Human Resources Overview

What is CougarNet?

CougarNet is the self-service product of Banner Enterprise Information System that allows student, faculty and staff access to information using their UID (9 digit University ID starting with 800) and PIN (Personal Identification Number) or their e-ID and password.

This overview will look at the HR information that is available for viewing and updating. Some of the information is shared with other areas (Student and Faculty).

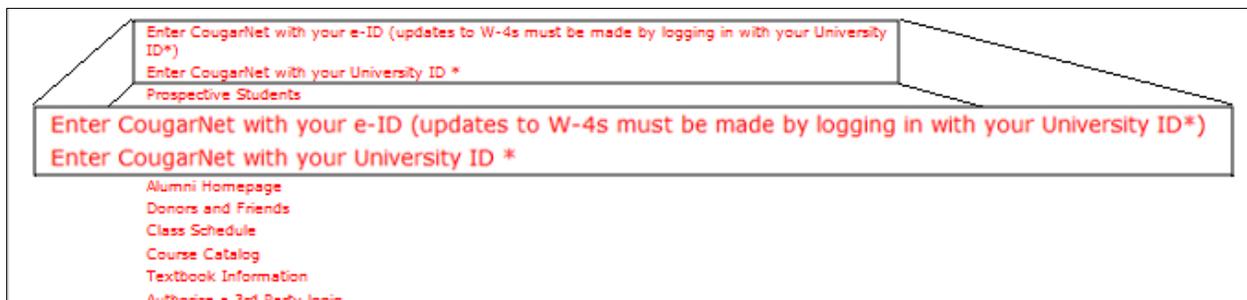
Where to Find CougarNet Login

CougarNet is accessible by:

1. Open an internet browser and browse to one of the following links:
 - o <http://www.siu.edu/cougarnet>
 - o For current Banner users, browse to <http://www.siu.edu/beis> and click on the CougarNet link
2. Scroll down the page and determine which ID to use to login to CougarNet:
 - o Click on "[Enter CougarNet with your e-ID](#)" link to login with your e-ID and password.
 - o Click on "[Enter CougarNet with your University ID](#)" to login with your UID and PIN.



↓ Scroll Down ↓



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How to Login to CougarNet

How to login to CougarNet depends on the method selected in the previous step. Follow the instructions below to login to CougarNet with the selected method.

Entering CougarNet with Your e-ID

1. Enter your e-ID into the e-ID field (your campus email address without the @siue.edu).
2. Enter your current Password into the Password field (as you type in your password it will be masked with ●●●●●● to prevent others from being able to see the password you are entering).
3. Click on the “Login” button.

The screenshot shows a login form with the following fields and options:

- e-ID:** A text input field containing 'jdoe'.
- What is an e-ID?** A link to 'Find out here.'.
- Password:** A password input field with masked characters '●●●●●●'.
- Forget your password?** A link to 'Find help here.'.
- Warn me before logging me into other sites.**
- LOGIN** button and a **clear** link.

Entering CougarNet with Your e-ID

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: Your User ID is case sensitive. Your PIN must contain six alphanumeric characters. In addition, the PIN is case sensitive, so please remember when using mixed case, special character, etc. that the PIN must be entered exactly as you originally submitted it.

For first-time users, your PIN is your birthdate in this format: MMDDYY.

To protect your privacy, please Exit and close your browser when you are finished.

[University ID and PIN Lookup](#)

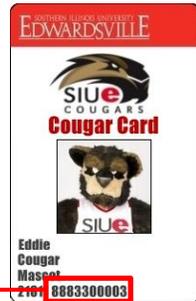
Recent changes to CougarNet logon methods: [Click here for details.](#)

User ID: 800xxxxxx

PIN: ●●●●●●

[Login](#)

[Forgot PIN?](#)



1. Enter University ID (9-digit number starting with 800, this can be found on your Cougar ID card).
2. Enter your PIN. (For first-time users, your PIN is your birthdate in this format: MMDDYY.)
3. Click on the “Login” button. [Login](#)

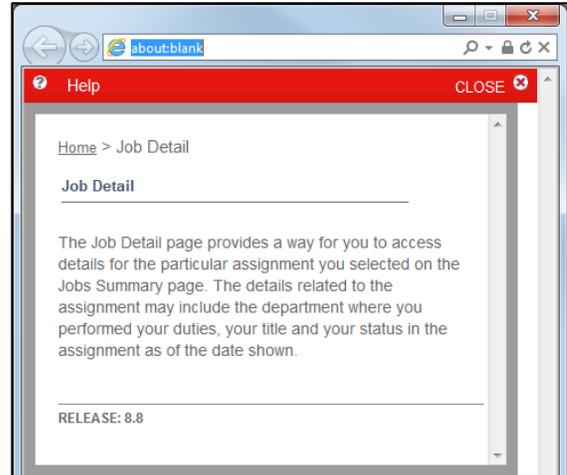
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Help with CougarNet

- Each page has its own help available by clicking on “Help” at the top right of the page that you need help with.



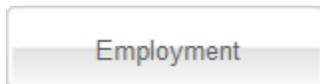
- After clicking on Help, a Pop-up window will open with contact information and/or hints on navigating the current page.
- To close the Help window, click on the Red X at the top right of the Window.



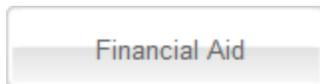
If help is still needed after viewing the help text, contact the department that is responsible for managing the content.



Depending on the content in question, help may be obtained from either Student Service Center at (618) 650-2080 or the Office of Human Resources at (618) 650-2190.



Contact the Office of Human Resources at (618) 650-2190

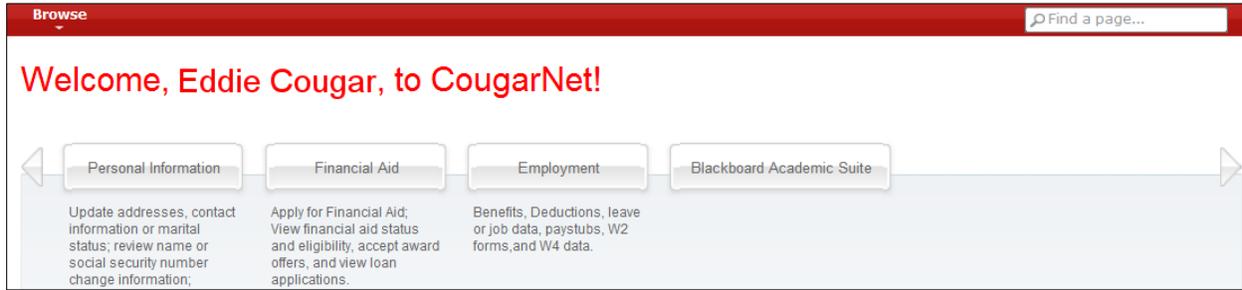


Contact Financial Aid Office at (618) 650-3880

NOTE: Depending on whether you have recently applied for Financial Aid, have been a Student or may need to connect to Blackboard Academic Suite, there may be additional buttons available. These are not related to employee records and therefore are not covered in this document. More information on these may be found by inquiring with ITS, the Financial Aid Office or the Student Service Center.

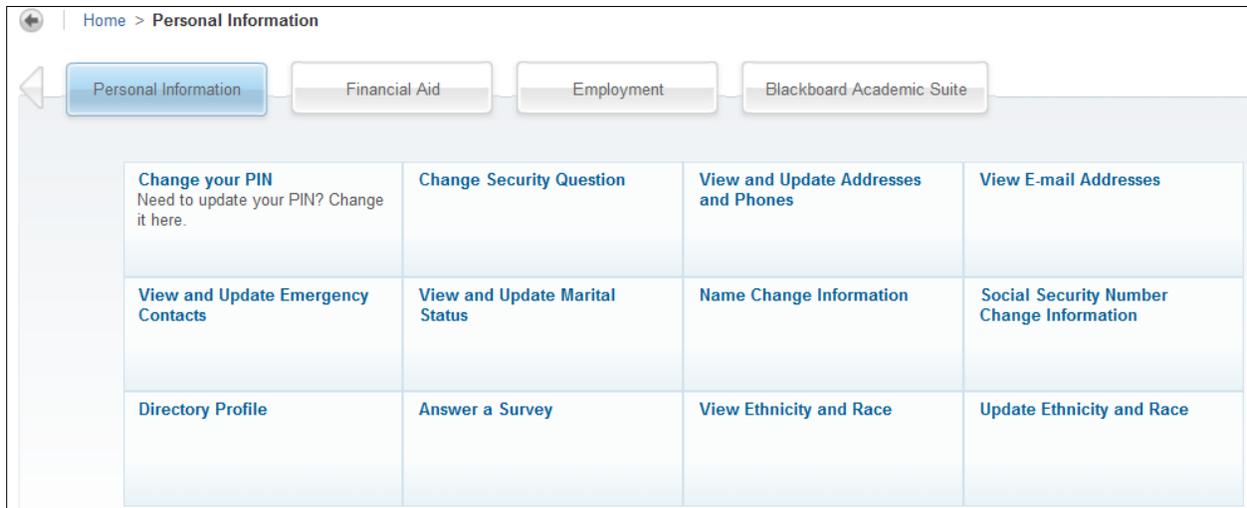
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Navigating Through CougarNet

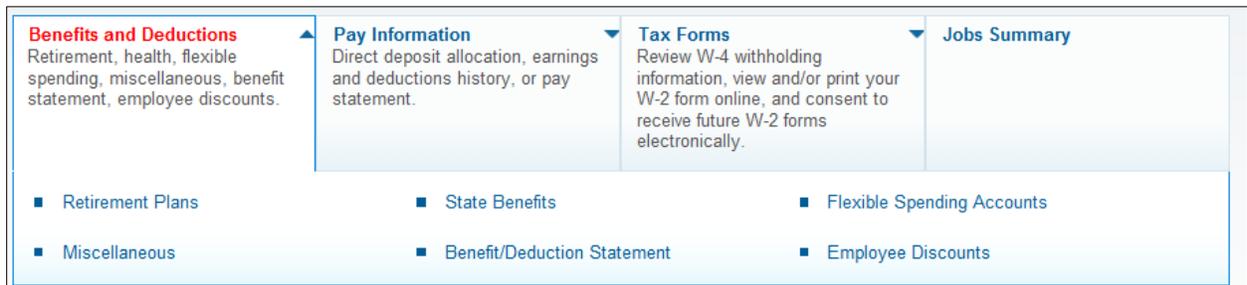


Upon logging into CougarNet you will be presented with a menu with buttons similar to those shown in the above example. Under each button, except for the button for "Blackboard Academic Suite" there is a brief description of the information available in the sub-menus under the button. By clicking on one of these buttons, a sub-menu of clickable tiles is displayed (example below).

NOTE: All employees have the Personal Information and Employment buttons, but may, or may not, have the Financial Aid, Student or Blackboard Academic Suite buttons.



For some of the tiles, clicking on them will take you to an "information page" displaying detailed information as described on the tile; however, clicking on some tiles will display a group of options available which are related to the main tile's description. Clicking on one of the information page links below the tile will display the page described by the link.



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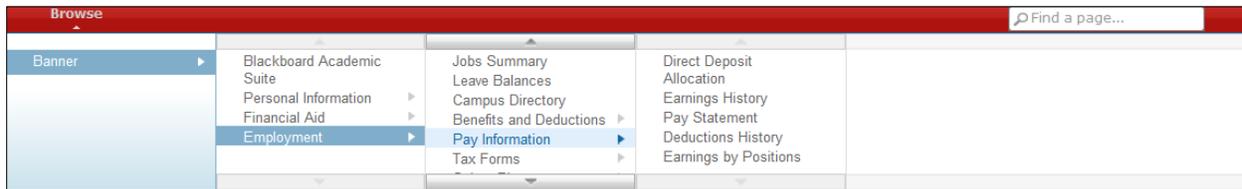
At the top of each page, there is a navigation menu can be used return to the previous menu. If, for example, you were viewing your Retirement Plans and wanted to return to the previous menu showing the page options under Benefit and Deductions, this can be done by clicking on the link for “Benefits and Deductions”. To return the main menu for Employment, you would click on “Employment” and to return to the home page for CougarNet which displays the buttons for Personal Information, Employment, etc., click on “Home”.



When on an information page which shows the information described in the various menus and submenus, there is page navigation links that appear above the page title that can be clicked on to quickly navigate to other sections of CougarNet. An example would be if you are looking at your Retirement Plans and need to need to view something that is located under the main menu button “Personal Information”. While on the Retirement Plans page, click on the link for “Personal Information” to view the tiles located under the Personal Information section.



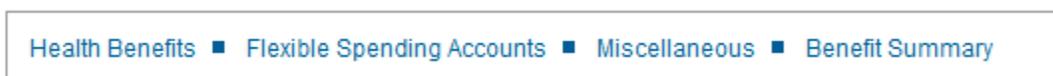
By clicking on the **Browse** button a menu of page options will appear below it that will show the available sub-menus as you navigate through the menu options to reach the information pages.



▶ – When this follows an option it means that there is a sub-menu of options available. Clicking on the word preceding this icon will display the sub-menu.

▬ or ▾ – When these icons are raised they indicate that there are menu options available by clicking on either of these options to scroll up or down through the options.

On each information page there are links located at the bottom that can be used to one-click navigation to related information pages similar to the example below which is found on the “Retirement Plans” information page;



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Safety and Security Tips

Since CougarNet contains confidential information it is important that users protect their CougarNet account from being accessed by others. The following tips will help users safeguard their private data.

Signing Out of CougarNet

If CougarNet is being accessed on a computer that is open to the public or not used solely by the person logged into CougarNet it is advisable to sign out of CougarNet when finished so that others will not be able to view or modify the user's personal information. Signing out of CougarNet is achieved by clicking on the  Sign Out icon at the top right of the page.



Change PIN

It is advisable that new users change the personal identification number (PIN) as soon as possible. For first-time users, their PIN is their birthdate in this format: MMDDYY. A PIN can be updated/changed within CougarNet by going to "Personal Information" and clicking on "Change your PIN".

Security Question

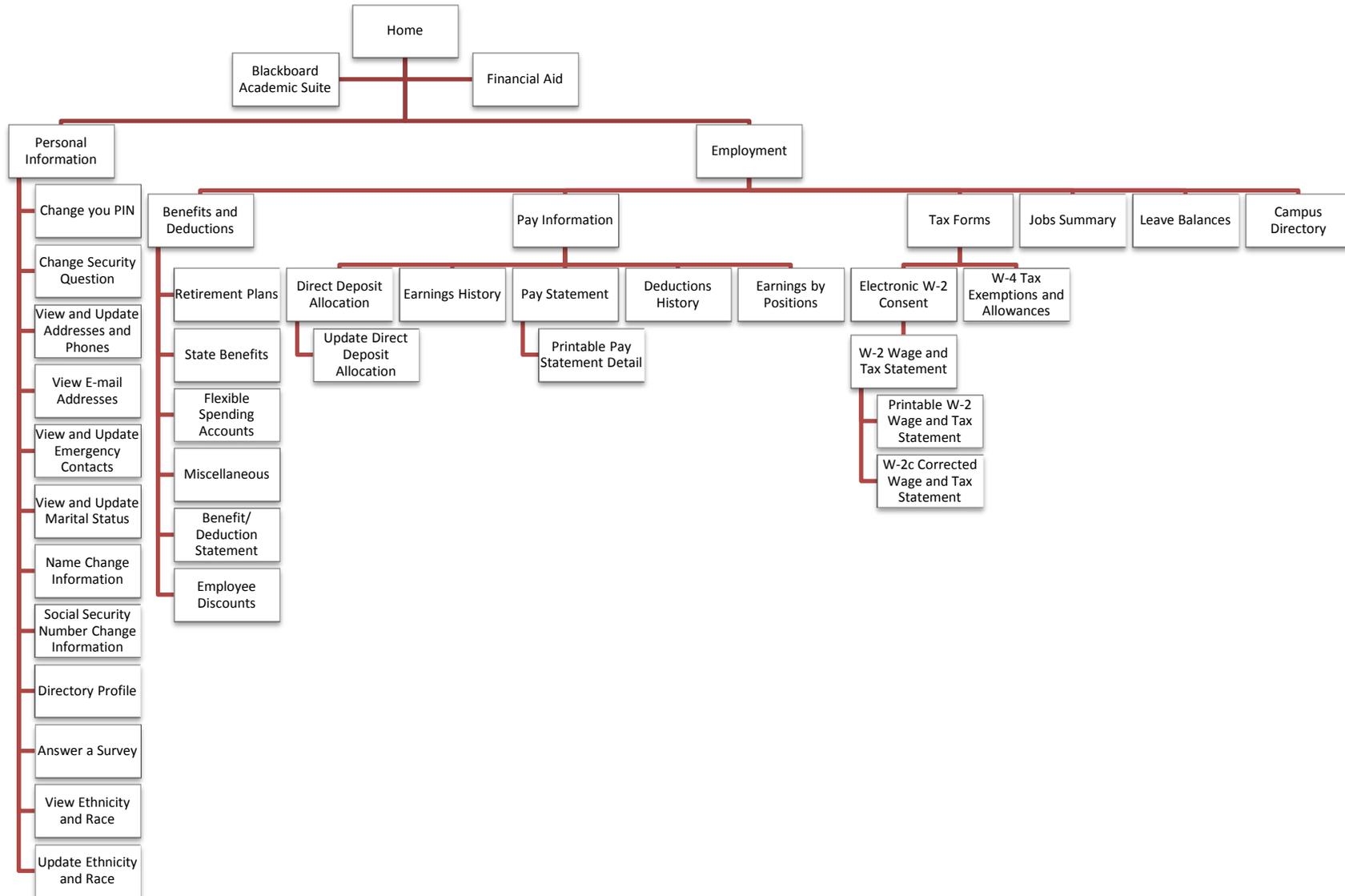
New users should also set up a security question and answer that can be used to verify their identity in the event that the user has lost their PIN.

Note: Security answers are case sensitive. Example; if the answer that is created is all lowercase letters and the answer is later entered with capitalization; the system will see the answer entered as the wrong answer and deny access.

Hint: Do not create an answer/question combination using information that is posted on a social media website such as Facebook, MySpace or Twitter.

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Map of Available CougarNet Options



Information Available via CougarNet

Personal Information

From the Personal Information section users are able to;

- Manage access to CougarNet by changing their personal identification number (PIN) or change their security question.
- View and update addresses, phone numbers and emergency contacts.
- View information about the correct procedure for updating the user's marital status.
- View information about the user's campus e-mail address and their directory profile.

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Sign Out ? Help

Browse Find a page...

Welcome, Eddie Cougar, to CougarNet!

Home > Personal Information

Personal Information | Financial Aid | Employment | Blackboard Academic Suite

Change your PIN Need to update your PIN? Change it here.	Change Security Question	View and Update Addresses and Phones	View E-mail Addresses
View and Update Emergency Contacts	View and Update Marital Status	Name Change Information	Social Security Number Change Information
Directory Profile	Answer a Survey	View Ethnicity and Race	Update Ethnicity and Race

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Employment

From the Employment section users are able to view the following information starting from fiscal year 2008 (July 1, 2008) to the present;

- **Benefits and Deductions**
 - View leave balances, leave usage, plans, contributions/deductions, history, details and vendor's web sites for retirement plans, state health/dental/life benefits, flexible spending accounts and taxes.
 - View summary of all benefits and deductions for a selected date range.
 - View a list of available employee discounts.
- **Pay Information**
 - View and update direct deposit allocation.
 - View earnings/pay statements and history.
 - View deduction history.
 - View and print pay stubs.
- **Tax Forms**
 - View and update W-4 Tax Exemptions and Allowances.
 - View and print W-2 and W-2c (if applicable) Wage and Tax Statements.
- **Jobs Summary**
 - View job history and job details.
- **Campus Directory**
 - Browse or search directory by name.
 - Browse or search directory by department.



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Sign Out ? Help

Browse Find a page...

Welcome, Eddie Cougar, to CougarNet!

Home > Employment

Personal Information | Financial Aid | **Employment** | Blackboard Academic Suite

Benefits and Deductions Retirement, health, flexible spending, miscellaneous, benefit statement, employee discounts.	Pay Information Direct deposit allocation, earnings and deductions history, or pay statement.	Tax Forms Review W-4 withholding information, view and/or print your W-2 form online, and consent to receive future W-2 forms electronically.	Jobs Summary
Leave Balances	Campus Directory		