BannerWeb Instructions

First, activate your Richmond account:

- Visit https://webpass.richmond.edu/
- Click "Create New Account"
- Your University ID is your Richmond ID number*
- NOTE: The University of Richmond requires a 16-digit passphrase, to include both letters and numbers. Think of a phrase that's easy to remember, such as IGraduatedOnMay52019 (something easy to remember).

*Don't know your Richmond ID number? Please call the Law School's Admissions office at (804) 289-8189.

After you have activated your Richmond account, enroll in DUO. The University requires two-factor authentication for a few of our websites and services, including BannerWeb:

- Visit https://is.richmond.edu/accounts-passwords/duo/enroll.html
- Follow the prompts for the device you will be using.
- NOTE: If you have any issues enrolling your device, please call (804) 287-6400.

Finally, log into BannerWeb

- Visit https://bannerweb.richmond.edu/
- Log in with your username and password.