




Change Banner Password

1. Password expires every 60 days.
2. Passwords may not be reused as the system remembers the previous 16.
3. Click  from **My Links** on the Banner Main Menu.
Note: If your password has expired, the 'Oracle Password Change Form' will pop-up when you logon the system.
4. **Oracle User ID** defaults in from initial logon to Banner (your e-id).
Note: The use of the word 'Oracle' refers to Banner (INB). So it is your Banner (INB) User ID and Banner (INB) Password that is being referenced on the Oracle Password Change Form.
5. Key in your **current Banner (INB) password** in the **Oracle Password** field.
6. Press **Enter** or use **Tab key** to move to next field.
7. Database field blank will be left blank.
8. Enter your new Banner (INB) password **twice**, in the **New Oracle Password** and **Verify Password** fields.
9. Click  (Apply password change) to accept new password.
 - a. If password not entered exactly the same, will receive an error message.
 - b. Read the Auto Hint/Status Line.
 - c. Re-enter new password.
10. Click  to "Password has been changed, reconnecting." message to return to Banner Main Menu.