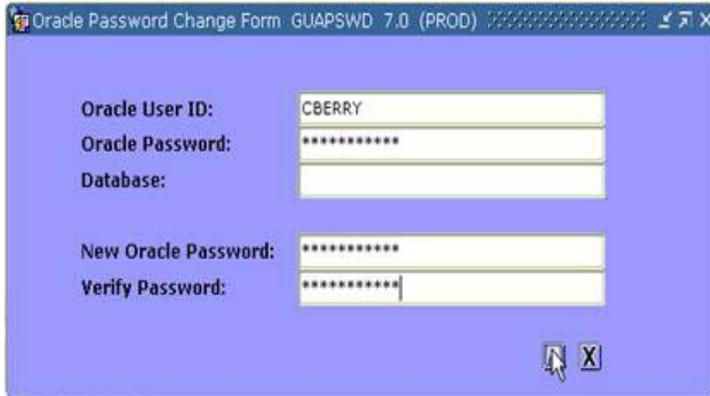


Banner

Changing your password in Banner

If you are logging into Banner for the first time, it is recommended to change your password. To perform this task you must either select the "Change Banner Password" link from the main menu or by directly accessing the form GUAPSWD.

The image shows a screenshot of a web browser window titled "Oracle Password Change Form GUAPSWD 7.0 (PROD)". The form has a light blue background and contains several input fields. The "Oracle User ID" field contains the text "CBERRY". The "Oracle Password" field contains a series of asterisks. The "Database" field is empty. The "New Oracle Password" field contains a series of asterisks. The "Verify Password" field contains a series of asterisks. There are navigation icons (back, forward, home, search, and close) in the bottom right corner of the form.

In the "Oracle Password" field, enter your current password. Use **Tab** to move to the next field.

In the "New Oracle Password" field, enter a password that you can remember easily, but which is not easily guessed by someone else. (See the section below for hints). You must then **Tab** to the next field to re-enter this password exactly as you entered it above. Once you have verified this new password, click on the **Save** button or press **Enter**. Remember, any time you wish to enter Banner after this point, you must use this new password.

NOTE: If you use Crystal (or other programs that access the Oracle database) for ad-hoc reporting, you will use this same password.

Password Hints

Your Banner password is the only thing that will prevent the wrong person from accessing your account. You should guard it very carefully and not give it to others.

Do not use personal names or references. Do not use numbers associated with you. In general, do not use any word that might appear in a dictionary. A good procedure is to start with a word that you can easily remember, then make changes to it that produces a meaningless string of characters. You might misspell part of the word, or insert numbers into the word. For example, you might start with "chicken" and change it to "ch1k2ken".

Password Requirements

- Must be at least 8 digits long
- Must contain both numbers and letters (Do not use spaces or special characters)

Need more help? Please contact the [Help Desk by email](#) or by phone at **651-523.2220**