

## Banner INB/Forms Password Policy Change

The Computer Services Center is making a password policy change for the Banner INB/Forms system. These changes will go in effect the evening of June 10, 2007.

This policy change does not affect Banner PAWS; or non-Banner systems such as email (Groupwise or Jaquar1), Remote/VPN access, Active Directory access, Mainframe Hospital/SMS or the Library systems.

*The changes are as follows:*

**1) Minimum password length is eight (8) characters**

- Must contain at least one (1) alpha letter (A-Z)
- Must contain at least one (1) number (0-9)

**2) Password must be changed every 90 days.**

All Banner INB/Forms users will receive a warning message indicating how long before the password will expire. You must change your password before this 'grace period' ends. For help in changing your password, please see the 'How to Change Your Password' section below. A history will be maintained of the last four (4) passwords used. The password you select must be different from these last four.

**3) After five (5) consecutive *invalid* signon attempts your userid will be locked.**

Please call the Computer Services Center at 460-6161 and ask to speak to someone in Banner Systems to have it unlocked.

**4) A 30 minute idle session timeout will be enabled.**

All open Banner INB/Forms sessions that have remained inactive for 30 minutes will be disabled. You will be required to close that session and signon to a new session.

If you have any questions concerning these changes, or your Banner INB/Forms password is locked, please call the Computer Services Center at 460-6161 and ask to speak to someone in Banner Systems.

### **How to Change your password.**

To change your password, go to **GUAPSWD** or use the "Change Banner Password" link on the right side of the Main Menu.

Your User ID will appear in the 'Oracle User ID' field.

Type in your current password in the 'Oracle Password' field.

Leave the 'Database' field blank.

Type in your new password, according to the password requirements, in the 'New Oracle Password' field.

Type in your new password again, in the 'Verify Password' field.

Click on the 'Apply Password Change' icon in the lower right corner (looks like a Diskette) before exiting.