

Setting Your Password For Academic Computer Systems

Library and Information Services



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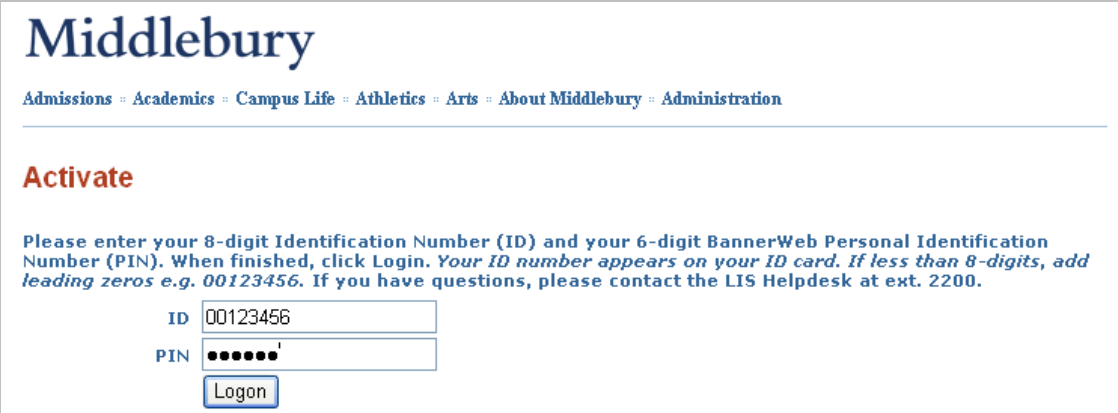
Finding Your Username and Setting Your Passwords

Your **Username** and **Password** is the same on all academic computer systems at Middlebury College. The combination of your **Username** and **Password** is required to keep the data in your computer accounts secure. Please do not share your password with anyone.

Authentication systems for administrative computing systems (Banner INB and BannerWeb) are different.

You can learn your Username and set your Password for academic systems using Middlebury's **Activate** web page. You must know your 8-digit **College ID** number and **BannerWeb PIN** to use this program.

1. In the **Address** field of your web browser, type **go/activate** (use the address **http://go.middlebury.edu/activate** if you are off campus) and press . The **Activate** web page displays.
2. In the **College ID** field, type your 8-digit College ID number (use leading zeros to complete 8 digits).
3. In the **BannerWeb PIN** field, type your 6-digit BannerWeb PIN.
Note: Your BannerWeb PIN is initially set to your birth date in MMDDYY format (e.g., a birth date of June 7, 1984 = 060784). You are forced to change this number the first time you log into BannerWeb.
4. Click .



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Activate


Please enter your 8-digit Identification Number (ID) and your 6-digit BannerWeb Personal Identification Number (PIN). When finished, click Login. Your ID number appears on your ID card. If less than 8-digits, add leading zeros e.g. 00123456. If you have questions, please contact the LIS Helpdesk at ext. 2200.

ID

PIN

5. You will be asked to agree to the **Agreement Statement for Responsible Computing**. Read the statement, then do the following:
 - a. Click the **Agree** radio button to bullet it.
 - b. Click . The web page will change and your campus-wide **Username** will be displayed at the top of the page (see example at below).

Your username is: **jklinger**

6. In the **Enter New Password** field, type your new password. Your new password must:
 - be at least 8 characters long
 - contain at least 1 uppercase character
 - contain at least 1 lowercase character
 - contain at least 1 numeric digit
 - contain at least 1 of these special characters ~ ^ * _ ? \ . / ! + - { } []
 - contain no spaces
7. In the **Confirm New Password** field, type your new password again.
8. Click .
 - If you typed an invalid password or the confirmation did not match, an error message and you must try again.
 - For successful password changes, a confirmation message displays indicating how much time must elapse before you can use your new password on each system.

Notes: You should restart your computer immediately.

If you forget your password, you can use Middlebury's Account Activation program to set a new one.

Getting Help

If you have any difficulty setting your passwords with this utility, please call the Helpdesk at x2200.