

Changing Your Banner INB Password

Library and Information Services

Revised March 26, 2008

Recommendations for Setting Your Banner INB Password

As of this writing password recommendations and restrictions include the following (please check the [Password Controls for INB](#) web page for updates).

- Must be at least 8 alphanumeric characters long
- Must contain both upper and lower case characters and digits (e.g., a-z, A-Z, 0-9)
- Must contain at least one of these special characters: ~ ^ * _ ? \ . / ! + - { } []
- Must **not** contain these special characters: @ \$ & “ : () , < > ` ; = | # (and blank spaces)

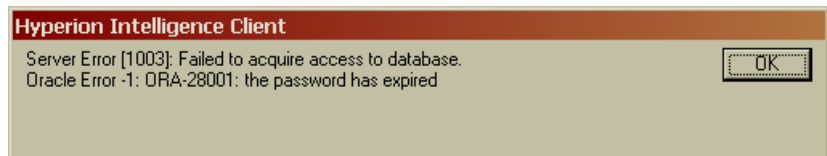
Banner INB passwords expire in 6 months and cannot be reused for at least 1 year. You have a 7 day grace period to change your password after expiration and you will be notified by Banner INB that you need to change your password.

In addition, you will be locked out of Banner INB after 3 failed login attempts and if your Banner INB session is left idle for 1 hour, your session will be terminated and you must to log into Banner INB to continue.

Significance of the Banner Password for Hyperion Users


Hyperion users log into the Hyperion server using their Windows username and password. Some reports do not require a user to enter an additional password (e.g.: Academic History) while others do (e.g.: Budget Report Viewers). If a report requires an additional password, the user should provide their Banner INB username and password.



Hyperion is not as forgiving as Banner INB about expired passwords – *there is no grace period*. Hyperion users see one of the following error messages when their Banner INB password expires:

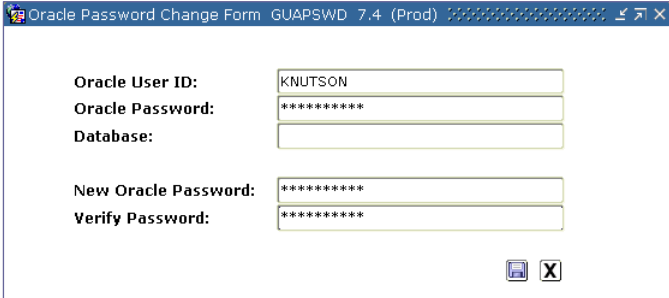




Note that **ORA-28001** always means that the user's password has expired.


Changing the Banner INB Password

1. Start an Internet browser.
2. In the **Address** field type **go/inb** (or <http://go.middlebury.edu/inb> if you are off campus).
3. Click the **Production** link on the page displayed.
4. Log into Banner INB.
 - a. In the **Username** field, type your username.
 - b. In the **Password** field, type your password.
 - c. Click .
5. On the **INB - Production** page, click the **Change Banner Password** link. The GUAPSWD form opens.
6. Complete the form as follows:

- a. In the **Oracle Password** field, type your current BANNER password.
- b. Press  to move to the **New Oracle Password** field, then enter your new password, keeping the recommendations in mind.
- c. Press  to move to the **Verify Password** field, and type your new password again.
- d. Click  (**Apply Password Change**) to set your password.



Notes: You must click  - pressing  will not set the password!
If your entries in the **New Oracle Password** and **Verify Password** fields do not match, an error message saying ***ERROR* Password not verified; please re-enter your password** appears in the **Auto Help Line**.

7. When you have successfully changed your password, the alert on the right displays.
Click .

