

Changing Your Banner INB Password

There is a relationship between Hyperion budget reports and Banner INB:

- **Banner INB passwords** are required to run the Hyperion Budget dashboard and non-dashboard reports.
- These passwords are designed to *expire* after 6 months.
- There is no grace period for changing passwords in Hyperion...you must address the required change as soon as you get the message.
- And, you must create the new password within the Banner INB software.

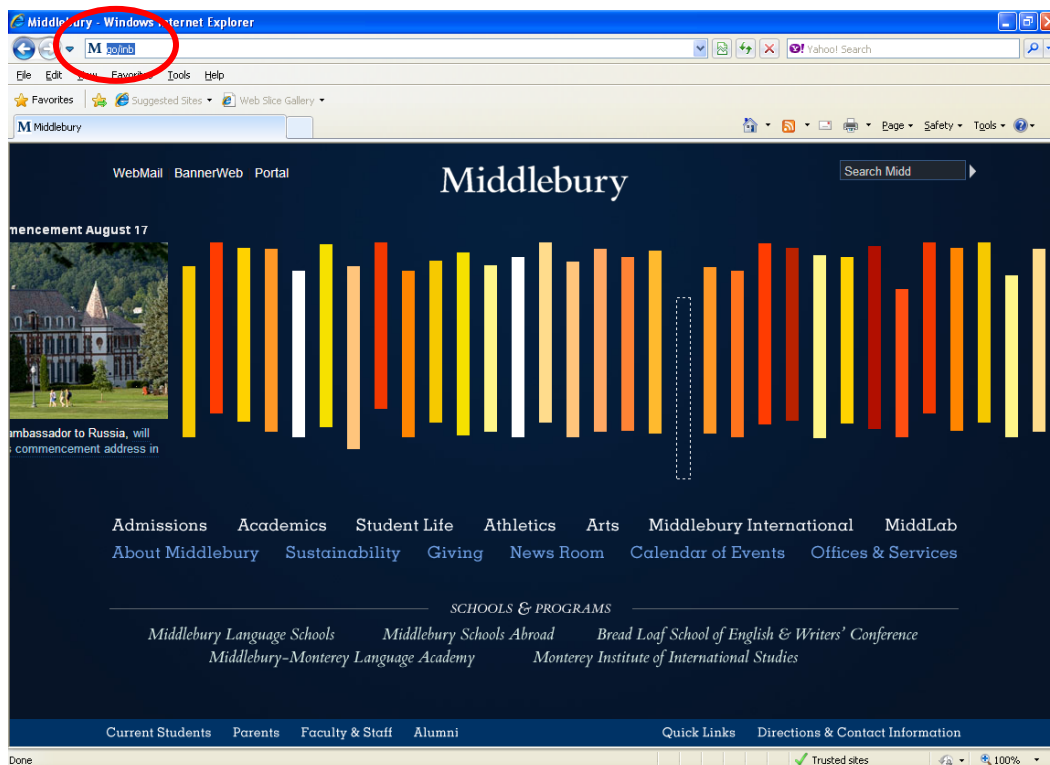
These instructions will guide you through this process.

To begin: If your password has expired, you will see a message like this in Hyperion...



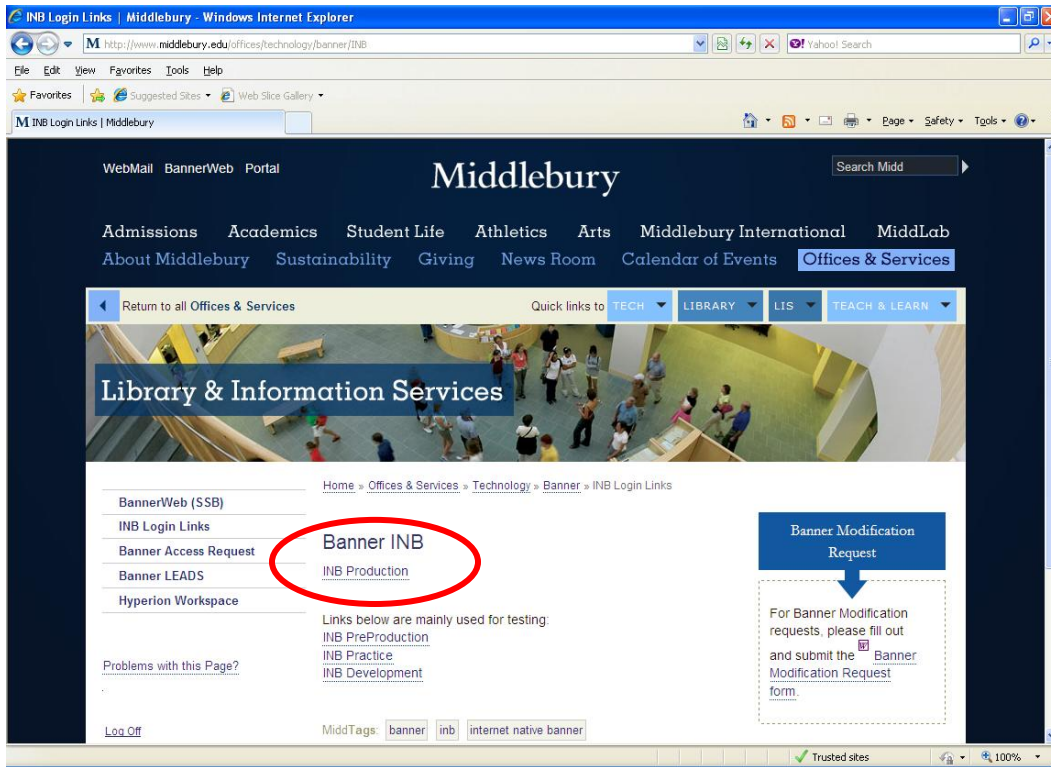
Here is what to do:

- 1) Click on OK in this message. Prepare to change your password!
- 2) Open up a new session of Internet Explorer, clear the address field, and type in: **go/inb** (<http://go.middlebury.edu/inb> if you are off campus)

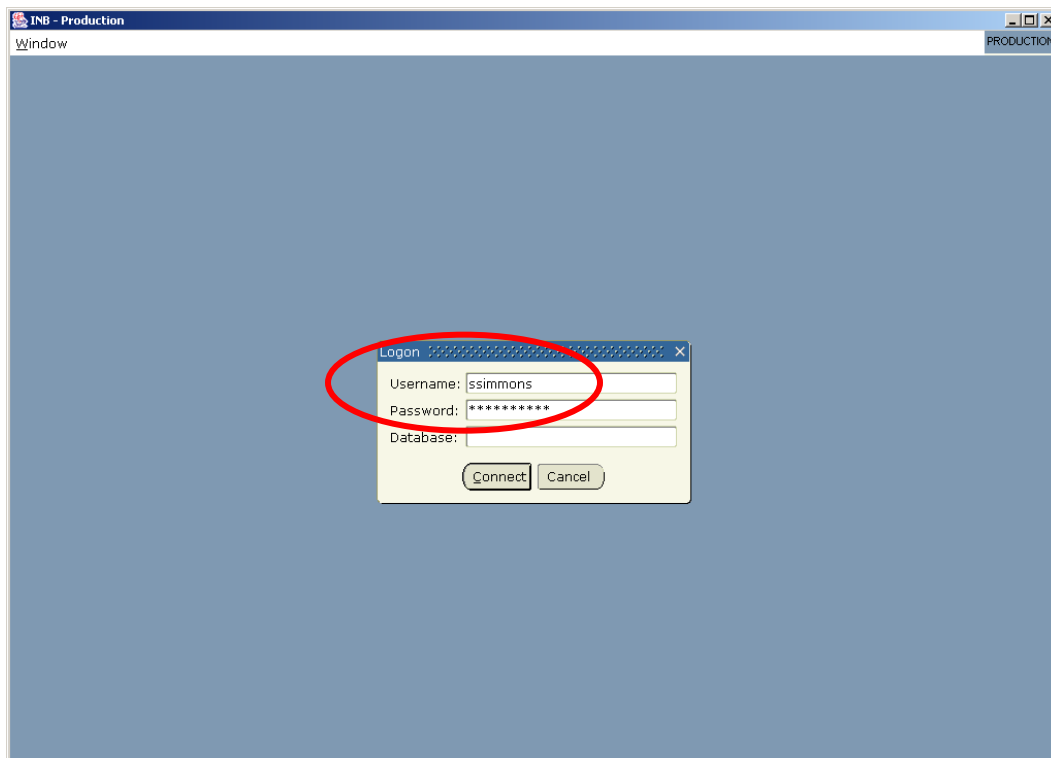


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3) At the next screen click on [INB Production](#)

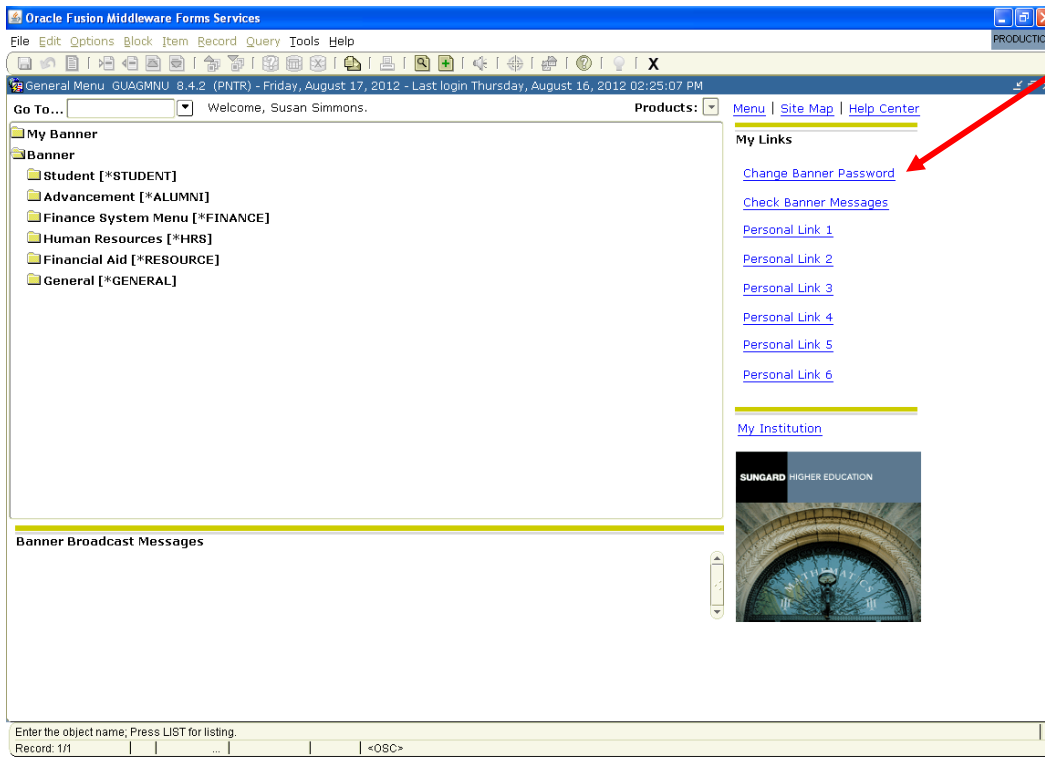


4) Now enter your Banner **username** and your **current Banner INB password**. (If you don't know what your INB password is, please stop here and call the Helpdesk.) The Database field is left blank. Click on **Connect**.

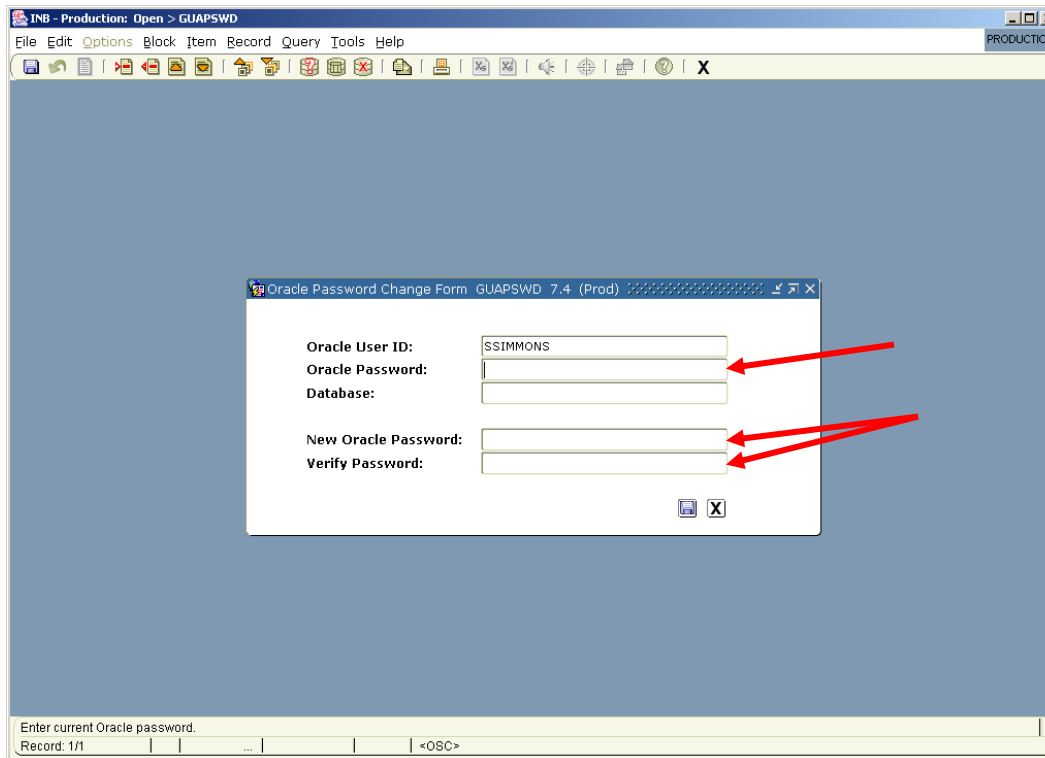


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5) You are now in Banner INB. On the right side of the screen is the option to [Change Banner Password](#). Click on this link.



6) You will create your new password on this screen....



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6) (continued) On this screen, fill in the following fields...

Oracle User ID:	your username will fill in automatically
Oracle Password:	enter your current Banner INB password
Database:	leave blank
New Oracle Password:	enter your NEW Banner INB password
Verify Password:	type in your NEW password again

Requirements for your new password:

It must be at least 8 alphanumeric characters long

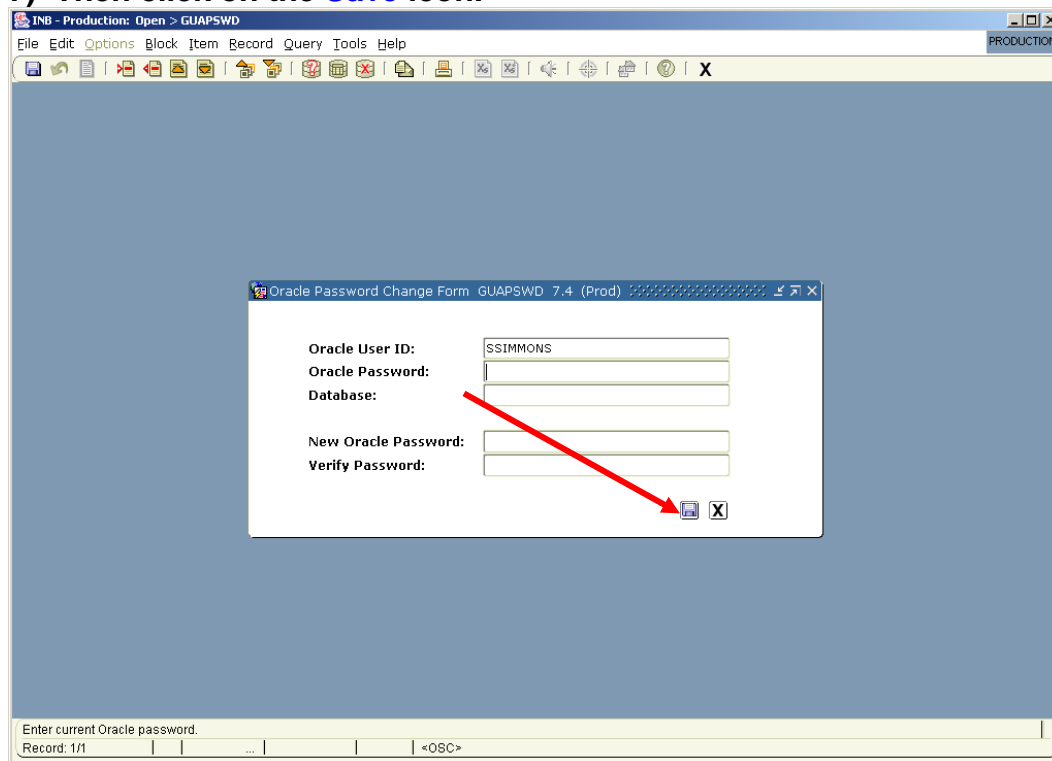
It must contain both uppercase and lowercase letters, as well as numbers

It must contain at least one special character. Examples: + % - * ! [] { } ? \

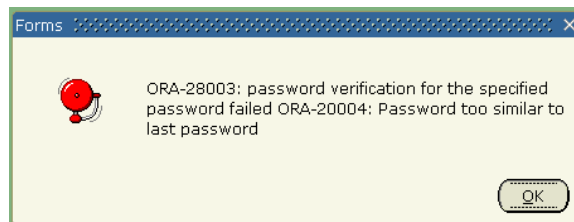
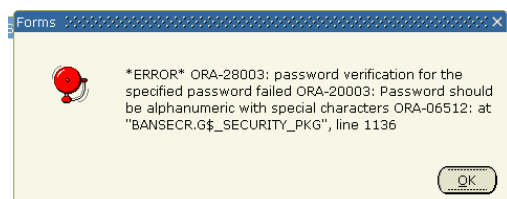
Do *not* use these: @ : \$ & " () , < > ' : | ; = # / or blank spaces

The new password cannot have been used in the last year

7) Then click on the **Save** icon.



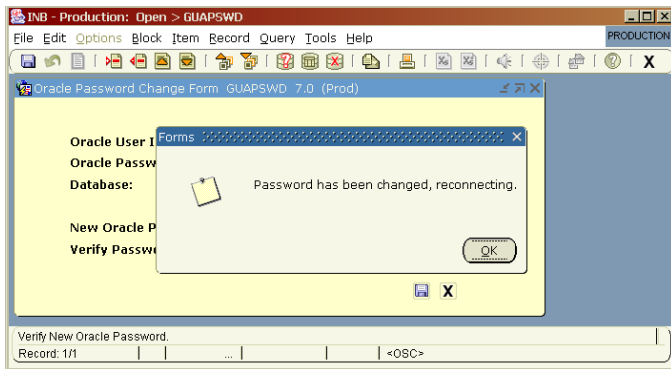
If you receive an error message, you'll need to create a *different* password. The error message will be similar to these:



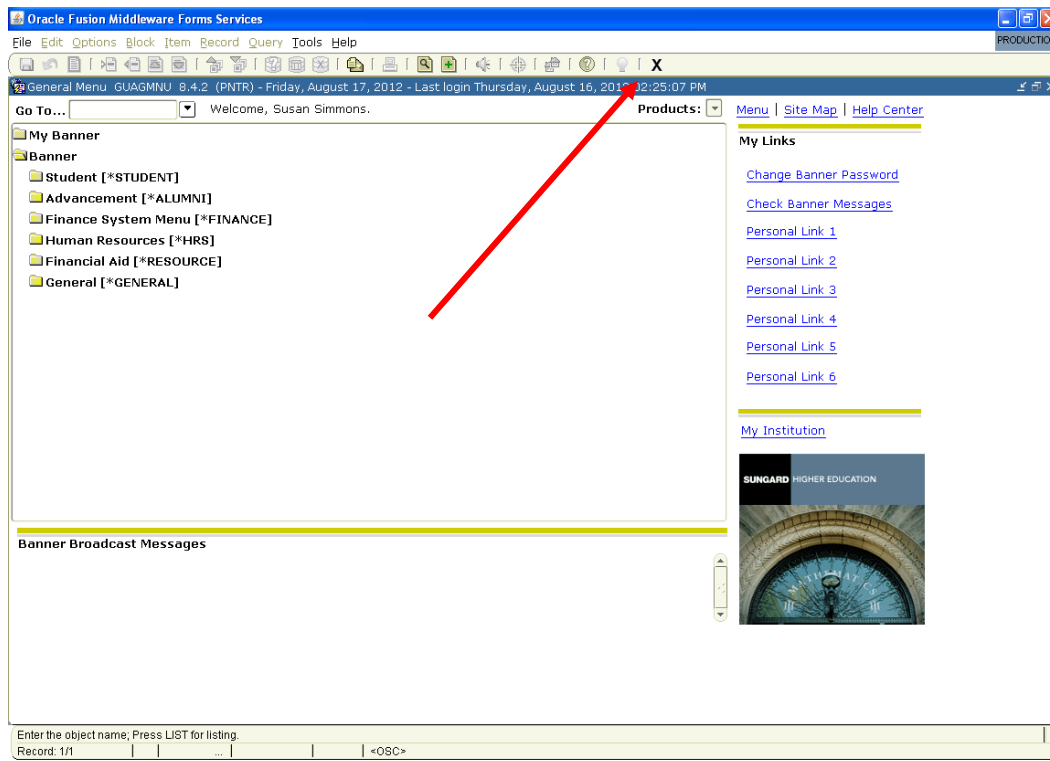
Just repeat the steps in #6.

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8) Once the new password has been accepted by the system, you will see this message:



9) Click on OK. Then Banner will refresh, and you'll be required to log on again, this time using your *new* password. If you don't need to be in Banner INB, just exit.



Important Note:

Once you have changed your Banner INB password, you may not be able to run Hyperion Budget reports until the following day. These reports usually run on the Reporting Database, which refreshes each night, so your password changes will not be recognized until *after* that night's refresh. But do retry, as this is not always the case.

If you have any difficulties with this process, please call the Helpdesk.