GUAPSWD – Step-by-step instructions on changing your Banner client password

Note: This form is used to change your Banner password. It can be from 6 to 30 characters long, alphanumeric. Please begin your password with a letter or number, and not a symbol.

1. Select the form **GUAPSWD** from the **General FastTrack Menu** on the **Main Menu** or type **GUAPSWD** in the **Direct Access** field and hit **Enter**.

2. Your cursor is flashing in the **Oracle Password** field.
   - **Type** in your current password. *(note: if you have forgotten your password, please call the help desk at ext.4925)*
   - **Tab** to the **New Oracle Password** field. Type in a new password.
   - **Tab** to the **Verify Password** field.
   - Retype your new password.

3. Click on **OK** to save your changes. If your change was successful, you will view the following message:

Next time you login to Banner, you will use your new password.

For **MORE INFORMATION** on this form see the General "How –To" at www.mcgill.ca/minerva. To do this, click on the "Documentation" link from the navigation frame on the left.

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