



How to change your Banner password



Use the Oracle Password Change Form (GUAPSWD) to change your Banner password. Passwords in Banner must be 6 to 30 alphanumeric characters long, and must start with a letter.

The screenshot shows a web browser window titled "Oracle Password Change Form GUAPSWD 7.0". The form contains the following fields:

- Oracle User ID: zsmith44
- Oracle Password: (empty)
- Database: BANNER
- New Oracle Password: (empty)
- Verify Password: (empty)

At the bottom right of the form, there are two buttons: a save icon and an 'X' icon.

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- 1 Enter GUAPSWD in **Go to** field or choose **Change Banner Password** under My Links in the right margin of the main menu.
- 2 Type your current password.
- 3 Tab twice to **New Oracle Password**.
- 4 Type in a new password and then tab to **Verify Password**.
- 5 Retype your new password.
- 6 Click the save button.

Note

If you have forgotten your password, you can create a new one on Minerva under the **Personal Menu**.

Your change is successful when the following message appears: "Password has been changed, reconnecting." The next time you log on to a Banner session, your new password will be in effect. To continue your current Banner session, click **OK**.