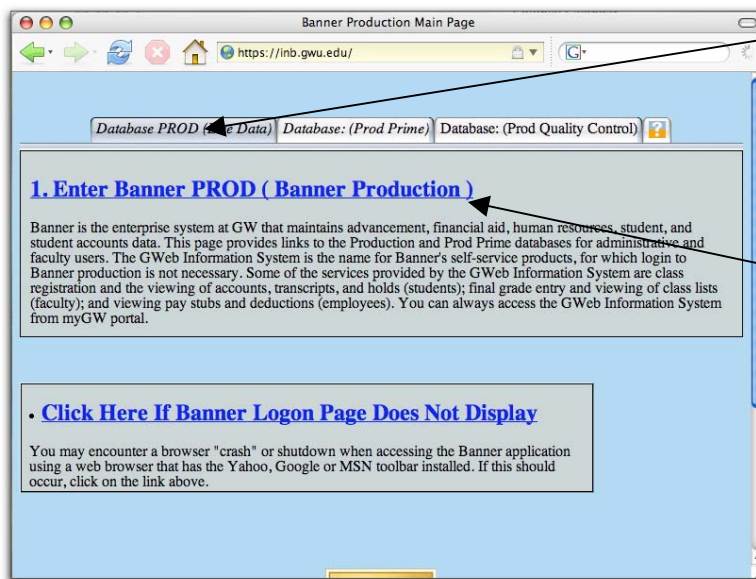


Logging Into Banner for the First Time

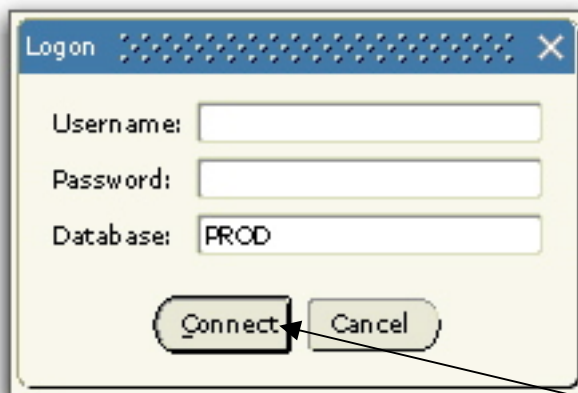
1. Point your web browser to the following address: <https://inb.gwu.edu>. You must use Internet Explorer.



2. Click the **PROD** tab from the choices. You may find it selected by default when you access the page for the first time.

3. Click the **1. Enter Banner PROD (Banner Production)** link below the tabs.

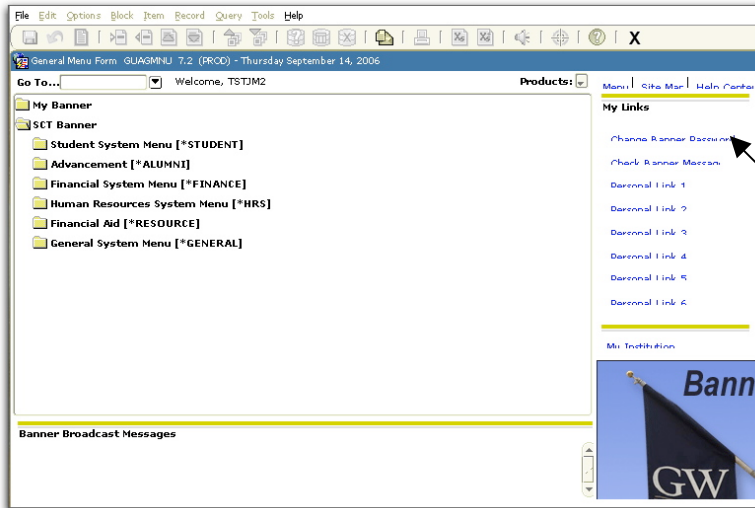
NOTE: You may be prompted to download/install the newest version of JInitiator. If you are prompted, please follow the instructions for the download.



4. A new window will load and Banner will launch. You will see a small dialog box that prompts you for your username and password.

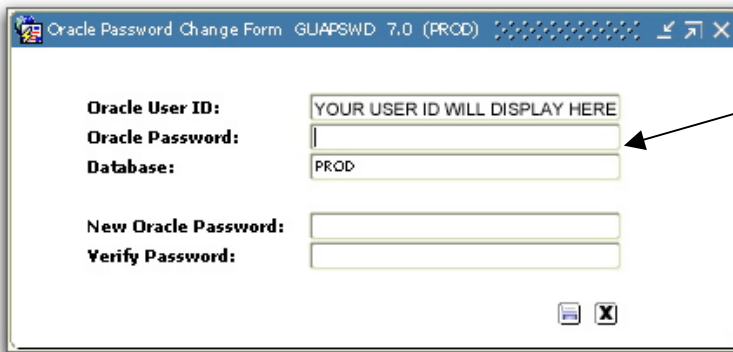
NOTE: Please use the user ID and temporary password issued to you by the Banner Security Office.

5. Click the **Connect** button or press enter on your keyboard to enter Banner.



6. You will be taken to the Banner home page – this is the main page and interface of Banner.

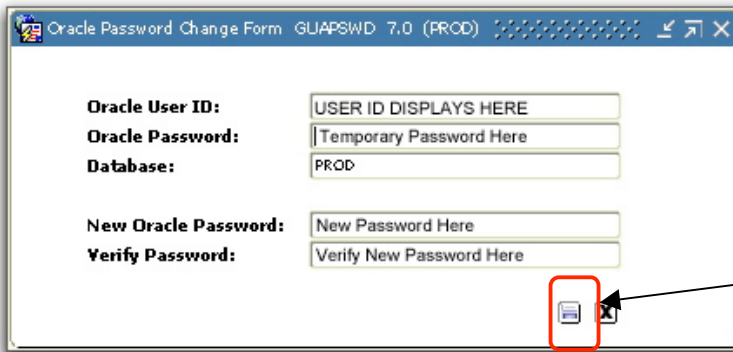
To change your temporary password, please click the **Change Banner Password** link from the “My Links” menu on the right side of the screen.



7. You will be taken to the Password Change Form. Enter your temporary password (issued by the Banner Security Office) in the **Oracle Password** field.

8. Tab to the **New Oracle Password** field and enter a new password that you'll remember.

PLEASE NOTE: Every password must have at least one number, letter, and one of the following special characters:
% ! * + - : ? _



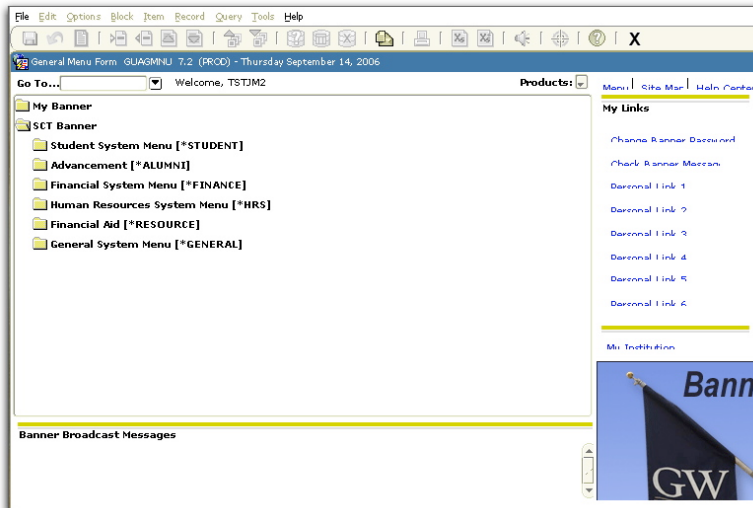
9. Confirm your new password by typing it again in the **Verify Password** field.

10. Finally press the **SAVE** icon to complete the transaction.



11. You will get a "Password has been changed, reconnecting" message.

12. Please click **OK** and you will be brought back to the Banner home page.



Congratulations, you have successfully changed your Banner password!

For assistance, please contact the ISS Help Desk on 202-994-5530.
www.gwu.edu/~banner

Prepared by ISS Software Education & Training