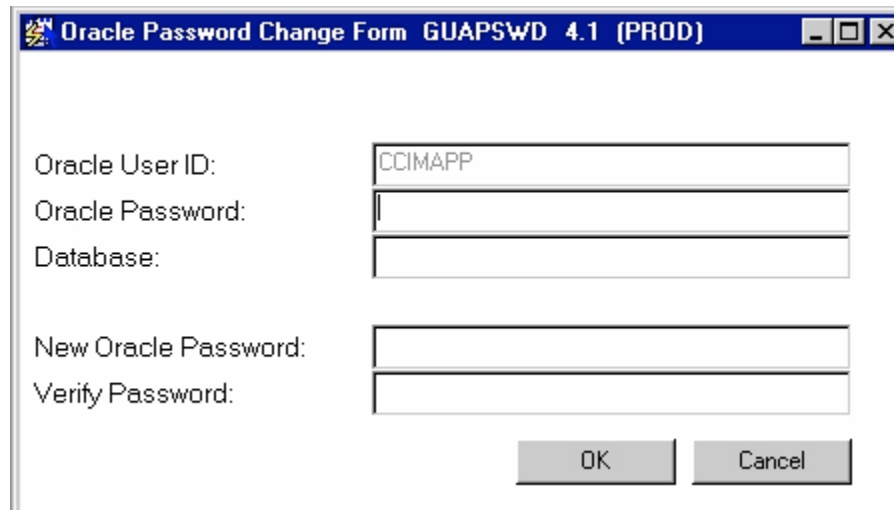


# Changing your Banner Password

The Oracle Password Change Form (**GUAPSWD**) is the online form that Banner users use to change their Oracle password.

## **PLEASE MAKE SURE YOU CHANGE YOUR BANNER PASSWORD IN THE PROD (PRODUCTION) DATABASE.**



The screenshot shows a window titled "Oracle Password Change Form GUAPSWD 4.1 (PROD)". The form has the following fields and buttons:

- Oracle User ID: CCIMAPP
- Oracle Password: (empty)
- Database: (empty)
- New Oracle Password: (empty)
- Verify Password: (empty)
- Buttons: OK, Cancel

1. At the **Direct Access** prompt type: `GUAPSWD` and press ENTER.
2. The **Oracle User ID** field will automatically be populated with the user's current Banner ID.
3. In the **Oracle Password** field, enter your current Banner password.
4. Tab to the **New Oracle Password** field.
5. Enter a new Banner password in the **New Oracle Password** field, following the password guidelines below.
6. Tab to the **Verify Password** field.
7. You must re-enter the password in this field exactly as entered in the **New Oracle Password** field.
  - If you attempt to save the change, and the entry in the Verify Password field does not match the entry in the New Oracle Password field, the message `*ERROR* Password not verified; please re-enter your password will display in the AutoHint` (bottom left corner).
  - If both entries match, a window will display with the message `Password has been changed, reconnecting.` Click the **OK** button.
8. After acknowledging the message, you will be exited from the form and returned to the main menu.

## **Guidelines for Creating Strong Passwords**

In order to protect our enterprise applications, ISS requires that you create strong passwords and that you change them frequently. Please follow the guidelines below.

- All passwords must be a minimum of eight (8) characters and must begin with a letter.

# Changing your Banner Password

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- All passwords must contain **all** of the following types of characters:
  1. Letters (you must use a mix of upper- and lowercase letters)
  2. Numbers
  3. Special characters. The systems do NOT accept the following special characters in your password: \ / @ % , & \$
- You must use a different password for each system, and it must differ significantly from your other passwords.

More information on creating strong passwords can be found on the Information Security Office's web site at <http://www.gwu.edu/~infosec>.