

Changing Your Banner (Oracle) Password

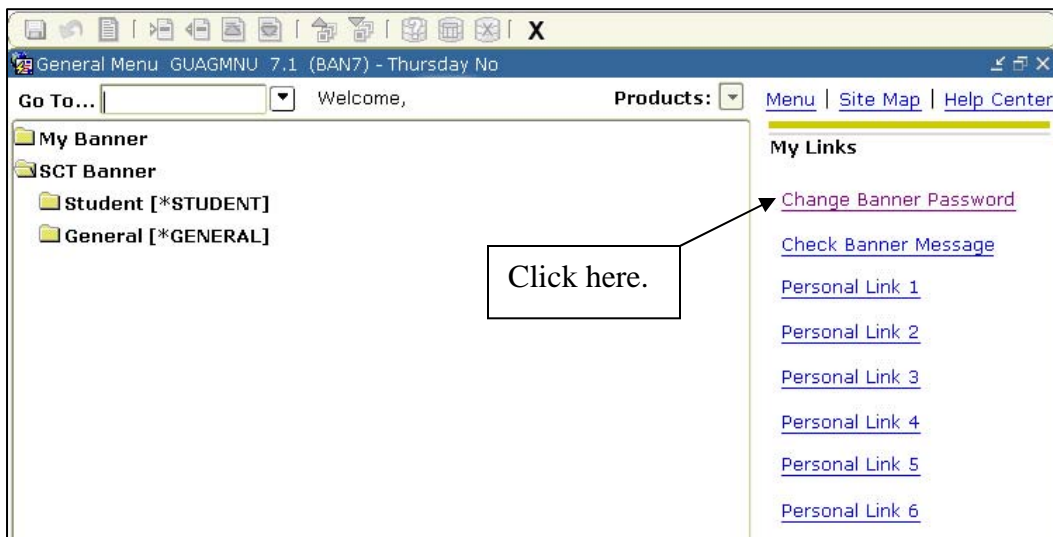
-For Those Who Use Banner Desktop-

1. Click the Banner icon on your Windows desktop and log onto Banner (non-web) leaving the Database: field blank.



BANNER 7

2. On the right of the General Menu screen, click on the **Change Banner Password** link.



3. Type your current Oracle (Banner) password into the **Oracle Password:** field. As you type, asterisks (*****) will display to protect the privacy of the password.
4. Press the **Tab** key. An error message will appear in the Auto Help bar at the bottom of the form if the incorrect password is entered. Re-enter the password. When finished, press **Tab**. If you need assistance, call 301-251-7222 (x7222).
5. Into the **New Oracle Password:** field, type your new password following this criteria:
 - use at least 8 characters but no more than 30;
 - start with a lower case letter and then follow with any combination of numbers and letters after that (or all letters or all numbers; no special characters may be used);
 - type all letters in lower case.

Oracle Password Change Form GUAPSWD 7.0 (BAN7)


Oracle User ID: TRAIN

Oracle Password: *****

Database:

New Oracle Password: *****

Verify Password: *****

6. Type your new password again into the **Verify Password:** field exactly as entered in the **New Oracle Password:** field above. Asterisks (*****) will display. Click the **Apply password change** (i.e. Save)  icon.
7. If 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 auto help bar at the bottom of the form. Re-enter your password change. Click the **Apply password change** icon again.
8. When both entries match, a window will display with the message "*Password has been changed, reconnecting.*" which you must acknowledge by clicking **OK**.



9. After acknowledging the message, you will automatically return to the General Menu.