

BANNER NAVIGATION

To provide increased protection for sensitive data; the Banner password controls change for PROD and TRNX is scheduled for Thursday 4 October 2007.

Because of this change all passwords will expire in these two instances on 4 October. You will have to change your password when you login.

A. NEW PASSWORD REQUIREMENTS

- Minimum length of 8 characters with at least 1 alpha and 1 numeric
- New password must be at least 3 characters different than the old password
- History of 3 changes before reuse; cannot reuse a password for 365 days
- Password can be changed as often as desired
- Password is not disabled, suspended, deactivated or terminated due to too many 'bad' attempts
- Special characters are restricted within Banner on the password change form GUAPSWD
- Passwords will need to be changed every 120 days.

The special characters you may use are: ! % ^ * { } [] - + ~ ? : ' .

B. CHANGING YOUR PASSWORD

1. Log in to Banner7

- Open Internet Explore and go to this url: <https://ban7trnx.alaska.edu>
- Click [Yes] to accept the certificate
- Enter your User ID, Password and TRNX
- Click [OK]
- The Banner7 **General Menu** will appear

2. Change your password

- Type [GUAPSWD] in the **Go To.....** field
- Press [Enter]
- Type the password you used to login in the **Oracle Password** field
- Type your new password in the **New Oracle Password** field
- Type your new password in the **Verify Password** field
- Click [Apply password change] button
- Click [Okay] in the next dialog box that appears saying your password has been changed.....

Your password will only be changed for the instance you are logged into. It is not a global replacement.

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

- Oracle User ID:** SXADG
- Oracle Password:** (empty)
- Database:** TRNX
- New Oracle Password:** (empty)
- Verify Password:** (empty)

At the bottom right of the form, there are two icons: a save icon and a close icon (X).

3. Repeat steps in paragraph two for Banner Production.

If you experience difficulty changing your Banner password, and believe your password should be reset, contact your campus security coordinator.