INB Password Change

Developed by the Banner Support Team
College of William and Mary
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Changing your INB Password

INB Passwords must be changed every 90 days.

- Daily countdown warning begins 8 days before each 90 day period ends.
- Receive a pop-up message that alerts you that your password will expire in X days.
- May change by clicking the Change Password link on the main screen on the left.

- On last day a warning message alerts you that “the password will expire within 0 days.” You will be forced to change your password the next time you log in.

- If you attempt to login after the 90 days, a pop-up message alerts you that your password has expired. Click the OK button, another window displays for you to change your password.
Setting a New Password

- Enter your old password.
- Enter your new password.
- Enter your new password a second time to verify.
- Click the Save icon.

Password Rules

- Passwords **must** be between 6 and 15 characters long.
- Passwords **must** include at least one letter and one numeric digit.
- Passwords may **not** include special characters except the underscore ("_").
- Passwords may **not** include the user's WMuserid or any of the simple words that Oracle recognizes.
- Passwords **cannot** be reused for 10 changes.
Using the Wrong Password

- If you use the wrong password, an error message will display: “Invalid username/password; logon denied.”
- After three (3) failed login attempts, your account will be locked.
- Call the Banner Assistance Network (1-BANN or banner@wm.edu) to have your password reset and account unlocked.

Passwords to Other Banner Instances

If you have accounts in other Banner instances, i.e., TEST, a password changed in PROD will propagate to all other Banner and ODS databases on a set schedule.

Your password will be synchronized in all Banner databases if you change it in PROD.

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 to 19:55</td>
<td>Changes propagate every 5 minutes.</td>
</tr>
<tr>
<td>20:00 to 23:45</td>
<td>Changes propagate every 15 minutes.</td>
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<tr>
<td>00:00 to 03:45</td>
<td></td>
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