Change My Password in Banner

After you've logged into Banner, the cursor will be in the **Direct Access** field:

1. Enter **GUAPSWD** and press the **Enter** key.

2. The **Oracle Password Change Form** dialog box appears:
   - **Oracle User ID** - Field is already filled in with your User ID.
   - **Oracle Password** - Enter the password that you’ve just used to log into Banner.
   - **New Oracle Password** - Enter your new password.
   - **Verify Password** - Enter your new password again.

   **Note:** A Banner password must conform to the following rules:
   - It must contain a minimum of 6 characters and a maximum of 12.
   - It must contain at least one letter and one number.

3. Click **OK**.

Use your new password the next time you log into Banner.