HOW TO:
Change your password in Banner

A process to efficiently change your password in Banner INB

Contents:

- Changing Password for Banner Account

Completing a Degree Evaluation:

1. Access Banner INB:
   a. http://www.fisk.edu
   b. Hover over Faculty, Staff, and Careers
   c. Click on “Banner” Link
2. Click on the “Production – Banner 8 – INB” link

3. Enter in your Banner Username and Password, then click “Login” button.
   a. Special Note: Ensure that your database is not blank, if blank type in “FISK” (all capital letters) as the Database
4. Type into the Go To Box “GUAPSWD” and Press Enter

Special Note: On the right side of your screen there may be an area named “My Links” that has a link named Change Banner Password, if you click this link it will take you to the form that allows you to change your password.
5. Your Username should automatically populate the Oracle User ID field but if it does not enter your Username (The same user name used to access your current session of Banner INB) in the Oracle User ID field.
   a. Enter in your Current Password in the Oracle Password Field
      i. Special Note: Ensure that your database is not blank, if blank type in “FISK” (all capital letters) inside the database field
   b. Type your “New Password” in the “New Oracle Password” field
   c. Re-Type your “New Password” into the “Verify Password” field to ensure that you have typed the correct password
   d. After all fields are filled in, click the save button (looks like a floppy disk) at the bottom of the Password Change Form.

6. Your password has been successfully updated. Please remember to use your new password at next login.