**Changing Your INB Password**

1. You can change your password anytime by typing in GUAPSWD in the Direct Access Box or the system will notify you 2 days prior to your password expiration. Click OK at the prompt to change your password.

2. Type in your current Banner password in the *Oracle Password* field. Oracle password is your Banner password. Your User ID and the name of the database you are currently logged into will display automatically.

3. Type in your desired new password in the *New Oracle Password* field.

4. Type it in again, in exactly the same way, in the *Verify Password* field. *(For security reasons, only asterisks display when you type your password.)*

5. Click the <OK> button on the screen.

6. Banner will confirm that your password has been changed. Click the <OK> button on the message box and it will bring you back to the Banner main window.

Please refer to the INB password complexity rules when choosing your password.