CHANGING YOUR BANNER PASSWORD

Log into Banner:

http://www.washburn.edu/banner

Banner is also accessible via MyWashburn (http://my.washburn.edu), Employees Tab:

Scroll down to the “Banner and Reporting” Channel:

Use your Banner username (usually first initial + last name; eg: iwashburn) and password to log into Banner. Your Banner username and password are private and confidential and you should not allow any other individual to use them. You are responsible for any changes to the Banner database made under your username.

The Banner access page (http://www.washburn.edu/banner) must remain open while you are using Banner. It will appear to be a blank window with the name “Oracle Application Server Forms Services.” If you close this page while you are in Banner, then you will lose your Banner session.

To access the Production database, select the word “PROD” from the Banner access page:
A new web page log-in screen will request your username and password. If you have pop-up blocker, you may need to add *.washburn.edu to allow pop-ups from this site.

After logging on to Banner with your username and initial password, you should change your password. On the right-hand side, under “My Links”, select the link to “Change Banner Password” (this will take you to Banner form GUAPSWD):

you will be prompted to enter your initial password and your new password twice:
To exit Banner, select the X in the top right corner:

You will be prompted to make sure you want to leave Banner: select “YES” to continue.

The internet window “Oracle Application Server Forms Services” window (which will appear blank) can also be closed at this time.