1. As we prepare to go live with Banner 7 you’ll notice that passwords are expired every 90 days. This means that you are required to change your Banner 7 Forms password on a regular basis. When it’s almost time to change your password, the system will remind you. Here’s what the dialog box looks like:

![Dialog Box Image]

2. When you see this message, please go to GUAPSWD or take the “Change Banner Password” link from the Main Menu and update your password. Remember that the password must be a value that is 6-32 characters in length and you cannot repeat the last 2 passwords that have been used in Banner. We recommend alpha numeric characters. Enter your CURRENT password in the field next to “Oracle Password” and the NEW password in the fields next to “New Oracle Password” and “Verify Password”. You will not need to enter anything into the Database field. Press the ‘disk’ icon to save your changes or the ‘x’ icon to exit the form.

![Password Change Form Image]

3. If you do not change your password when it is requested you will eventually be forced to change it. Here’s what the dialog box looks like:
4. After pressing OK to this message you’ll be prompted to update your password:

5. Remember that the password must be a value that is 4-32 characters in length and you cannot repeat the last 2 passwords that have been used in Banner. We recommend alpha numeric characters. Press OK when you are finished entering your password information. You’ll then be taken to the Main Menu.