

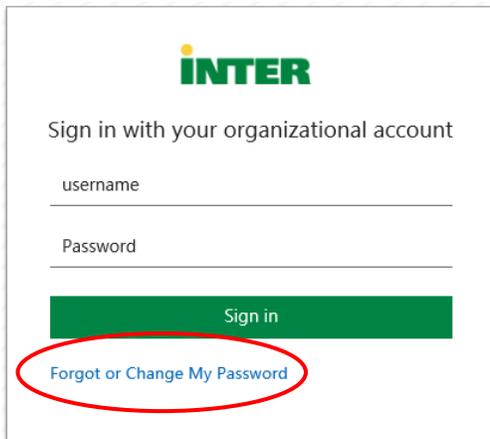
Autenticar y Cambiar Contraseña en Banner Administrativo, Autoservicios (InterWeb) y Blackboard

AVISO IMPORTANTE: Estudiantes, facultad y empleados que accedan a Banner Administrativo, los Autoservicios de Banner (InterWeb) y a la plataforma Blackboard, tienen que autenticar una contraseña nueva.

Los estudiantes y facultad tendrán que autenticar la contraseña nueva en una de las dos plataformas (InterWeb o Blackboard). La misma contraseña podrá utilizarla para acceder en ambas plataformas.

Para autenticar o cambiar su contraseña en Banner Administrativo, Autoservicios de Banner-InterWeb favor seguir las instrucciones a continuación:

1. Escoja la opción **Forgot or Change My Password**



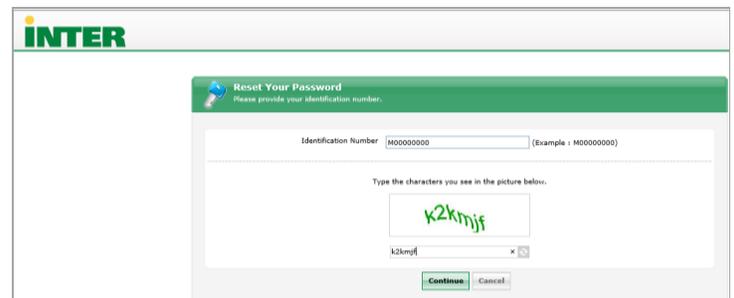
The screenshot shows the InterWeb login interface. At the top is the 'INTER' logo. Below it, the text reads 'Sign in with your organizational account'. There are two input fields: 'username' and 'Password'. A green 'Sign in' button is positioned below the fields. A blue link labeled 'Forgot or Change My Password' is located at the bottom left of the page and is circled in red.

2. Escoja la opción **Reset Password**



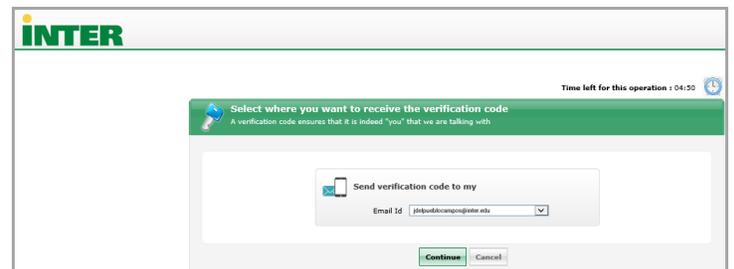
The screenshot displays three options for password recovery: 'Reset Password' (with a key icon), 'Unlock Account' (with a padlock icon), and 'Change Password' (with a key icon). The 'Reset Password' option is circled in red.

3. En la pantalla de **Reset Your Password**, entre su número de identificación, ejemplo: M00000000. Luego escriba los caracteres que ve en pantalla y presione **Continue**.



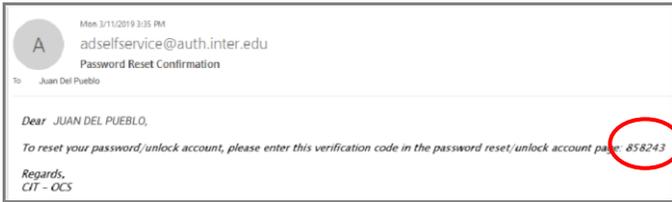
The screenshot shows the 'Reset Your Password' screen. It prompts the user to provide an identification number (example: M00000000) and to type the characters from a CAPTCHA image (k2kmjif). A 'Continue' button is visible at the bottom.

4. Automáticamente el sistema presenta la dirección electrónica asignada por la Universidad. El sistema enviará a esta dirección un código de verificación. Presione **Continue**.

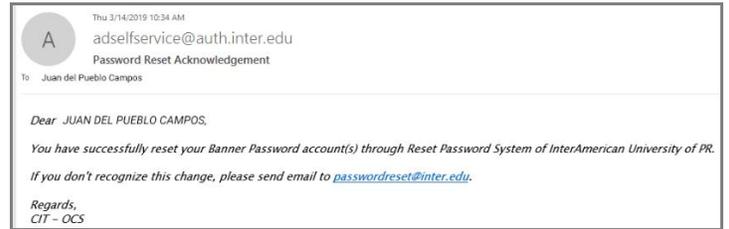


The screenshot displays the 'Select where you want to receive the verification code' screen. It shows a dropdown menu for the email address, currently set to 'jiriput@comp@inter.edu'. A 'Continue' button is located at the bottom.

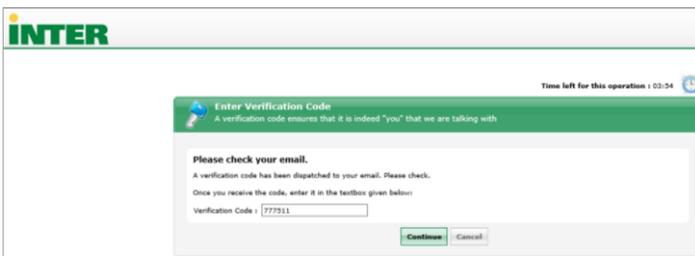
5. Recibirá un correo electrónico (**adselfservice@auth.inter.edu**) que indica el **código**, ver el siguiente ejemplo:



9. Recibirá un correo electrónico indicando que ha establecido con éxito su cuenta. Ver ejemplo a continuación:



6. Entre el código que recibió en su correo electrónico donde indica **Verification Code** y presione **Continue**.

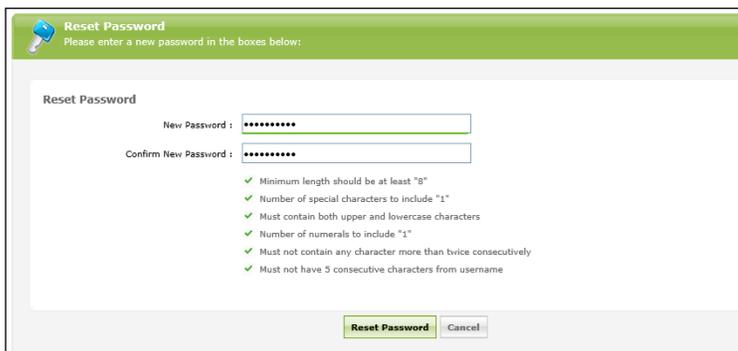


Autenticar Contraseña en Blackboard

Para crear o cambiar su contraseña en **Blackboard** acceda al siguiente enlace:

<https://pwdreset.inter.edu:9251/showLogin.cc>

7. Entre su nueva contraseña. Esta debe cumplir con los requisitos que se lista en pantalla. Mientras asigna la contraseña el sistema indica un "check mark" **✓** a lado de cada requisito que ha cumplido. Presione **Reset Password**.



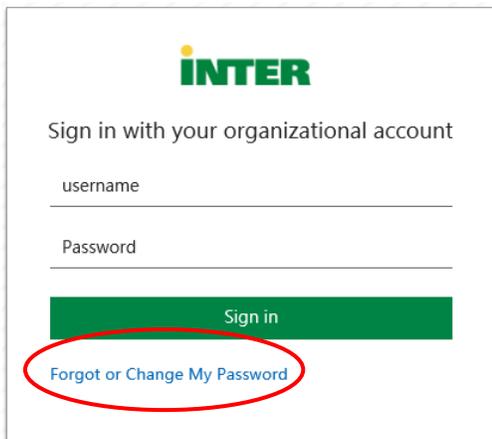
Siga los pasos del 2 al 9 en este documento.

8. Aparece en pantalla que su *password* fue reestablecido exitosamente.



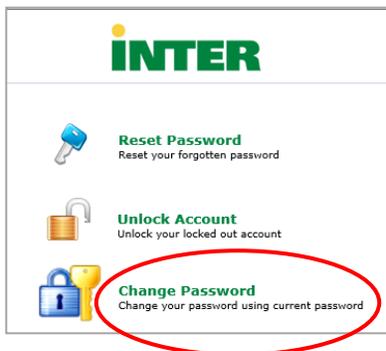
Cambiar su contraseña (Change Password) en Banner Administrativo

1. Escoja la opción **Forgot or Change My Password**



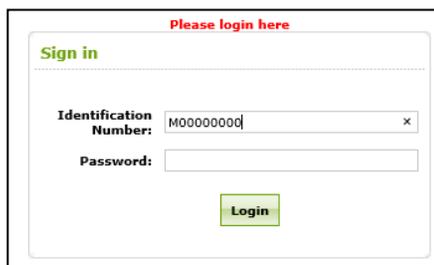
The screenshot shows the login page for Banner Administrative. At the top is the INTER logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: "username" and "Password". A green "Sign in" button is positioned below the fields. A blue link "Forgot or Change My Password" is located at the bottom left of the page and is circled in red.

2. Aparece la siguiente pantalla escoja **change my password**.



The screenshot shows the password management options page. At the top is the INTER logo. Below it are three options, each with an icon and text: "Reset Password" (key icon), "Unlock Account" (lock icon), and "Change Password" (key icon). The "Change Password" option is circled in red.

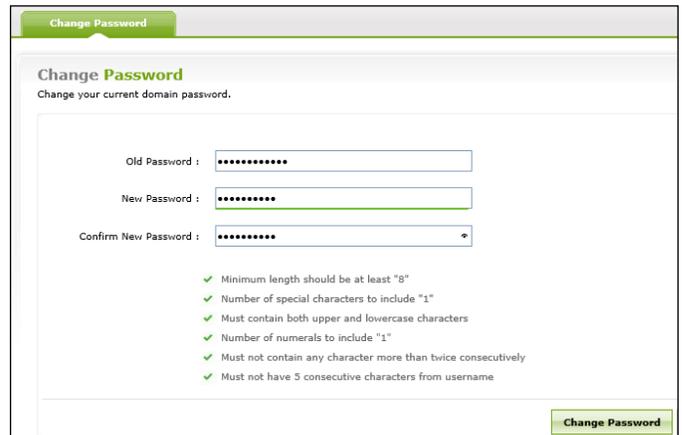
3. Entre su número de identificación.
Ejemplo: M00000000. Luego entre su contraseña actual. Presione **Login**.



The screenshot shows the login page. At the top, it says "Please login here". Below that is the "Sign in" heading. There are two input fields: "Identification Number" (containing "M00000000") and "Password". A green "Login" button is at the bottom.

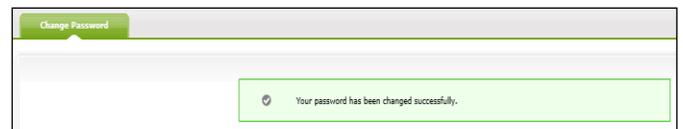
4. **Old Password:** entre su contraseña actual;
New Password: entre su nueva contraseña
Confirm New Password: confirme su nueva contraseña

Mientras asigna la contraseña el sistema indica un "check mark" **✓** a lado de cada requisito que ha cumplido. Presione **Change Password**.



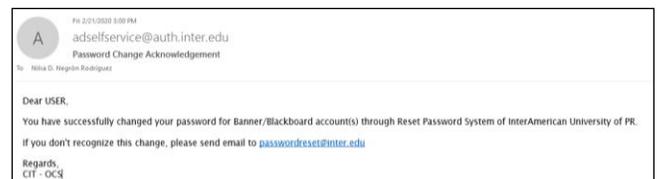
The screenshot shows the "Change Password" form. It has three input fields: "Old Password", "New Password", and "Confirm New Password". Below the fields is a list of requirements, each with a green checkmark: "Minimum length should be at least '8'", "Number of special characters to include '1'", "Must contain both upper and lowercase characters", "Number of numerals to include '1'", "Must not contain any character more than twice consecutively", and "Must not have 5 consecutive characters from username". A green "Change Password" button is at the bottom right.

5. Aparece en pantalla que su contraseña fue cambiada exitosamente.



The screenshot shows a success message in a green box: "Your password has been changed successfully."

6. Recibirá un correo electrónico indicando que ha cambiado su contraseña exitosamente. Ver ejemplo a continuación:



The screenshot shows an email notification. The header includes the sender "adselfservice@auth.inter.edu" and the subject "Password Change Acknowledgement". The body of the email says: "Dear USER, You have successfully changed your password for Banner/Blackboard account(s) through Reset Password system of InterAmerican University of PR. If you don't recognize this change, please send email to passwordreset@inter.edu". It ends with "Regards, CTF - OCS".