

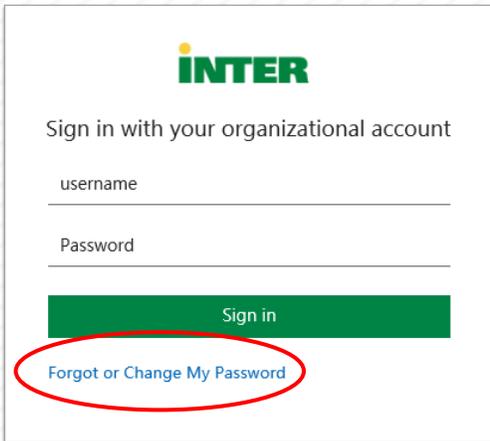
Password Authenticate in Banner Administrative, Self Service (InterWeb) and Blackboard

IMPORTANT NOTICE: Students, faculty and employees who access the Banner Administrative, Banner-InterWeb Services and the Blackboard platform, must authenticate a new password.

Students and faculty only need to authenticate a new password on one of the two platforms (InterWeb or Blackboard). The same password can be used to access both platforms.

To authenticate or change your password in Banner Administrative, Banner-InterWeb AutoServices please follow the instructions below:

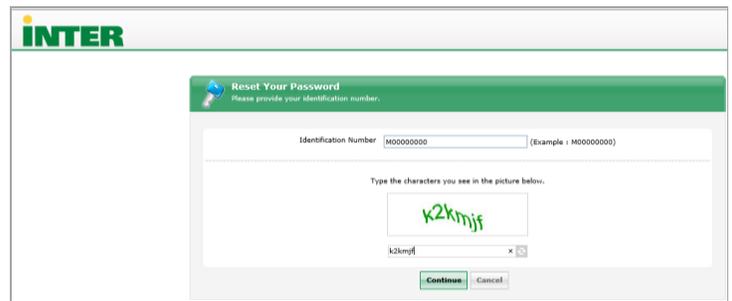
1. Choose **Forgot or Change My Password** option.



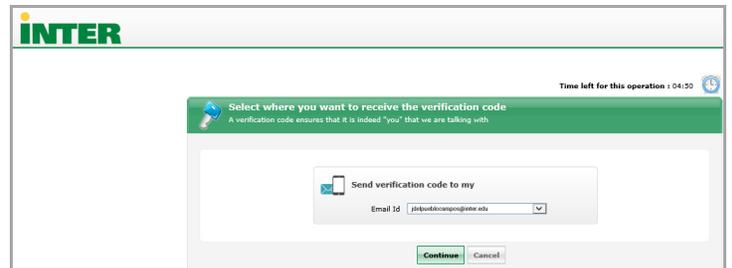
2. Choose **Reset Password** option.



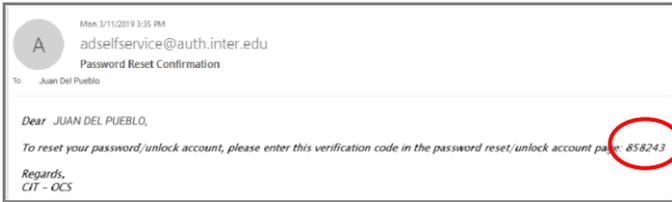
3. In the **Reset Password** screen enter your identification number, example: **M00000000**. Then type the characters you see on the screen and press **Continue**.



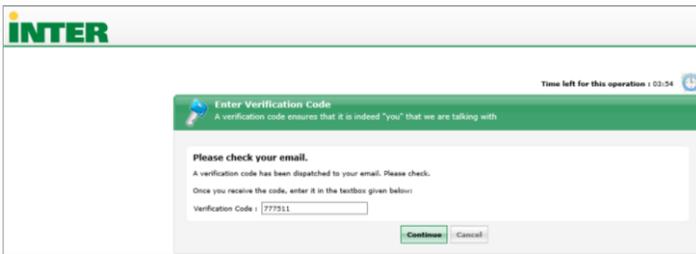
4. Automatically the system presents the electronic address assigned by the University. The system will send to this address a verification code. Press **Continue**.



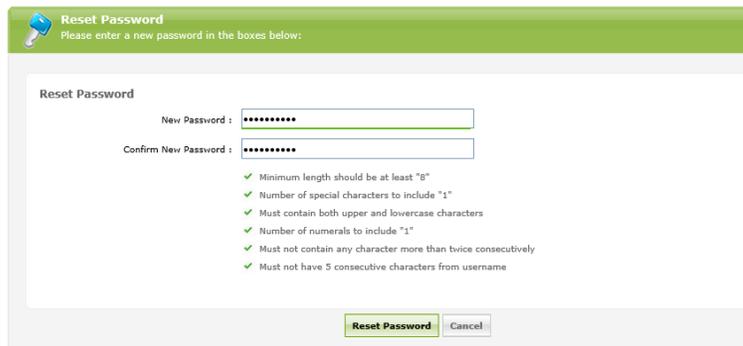
5. You will receive an email from **(adselfservice@auth.inter.edu)** identifying the verification code. See the following example:



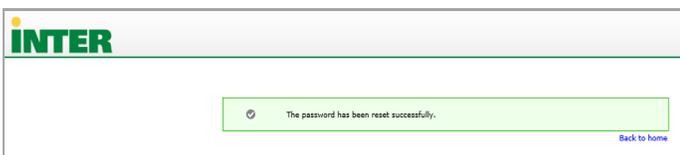
6. Enter the verification code you received with your email in the **Verification Code** field, and press **Continue**.



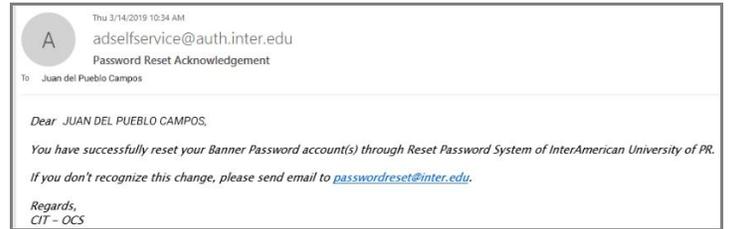
7. Enter your new password. This must comply with requirements that are listed on the screen. When assigning a password, the system indicates a check mark **“v”** aside of each requirement you have met. Press **Reset Password**.



8. The system notifies you on the screen that your password was successfully reestablished.



9. You will receive an email indicating that you have successfully established your account. See the following example:



Authenticate Password on Blackboard

To create or change your password in **Blackboard**, access the following link:

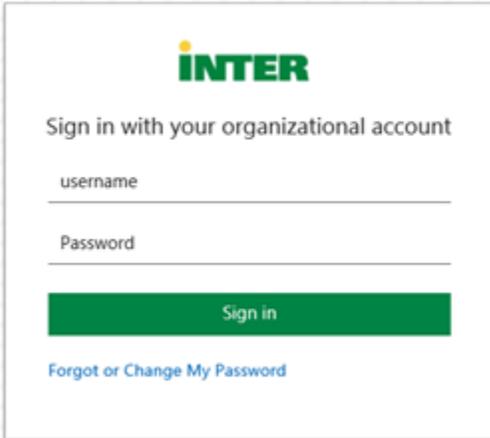
<https://pwdreset.inter.edu:9251/showLogin.cc>



Follow **steps 2** through **9** in this document.

Change your Password in Administrative Banner

1. Choose Forgot or Change My Password:



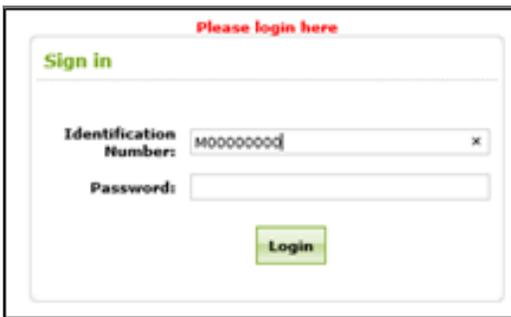
The image shows the Banner login page. At the top is the INTER logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: "username" and "Password". A green "Sign in" button is positioned below the fields. At the bottom left, there is a blue link that says "Forgot or Change My Password".

2. Choose Change Password:



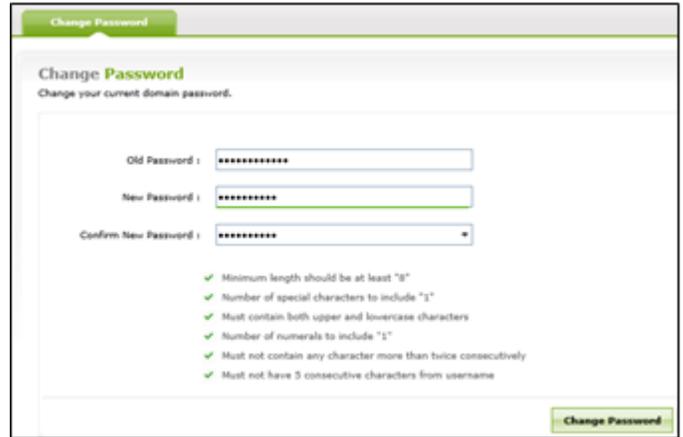
The image shows the Banner password management menu. At the top is the INTER logo. Below it are three options, each with an icon and text: "Reset Password" (key icon), "Unlock Account" (lock icon), and "Change Password" (lock icon). The "Change Password" option is circled in red. Below the "Change Password"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

3. Enter your identification number
Example: M00000000. Enter your Current password. Press **Login**.



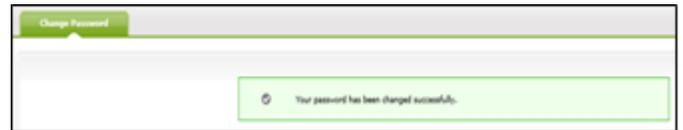
The image shows the Banner "Sign in" form. At the top, it says "Please login here" in red. Below that is the "Sign in" heading. There are two input fields: "Identification Number" (with the example "M00000000" and a clear button) and "Passwords". A green "Login" button is at the bottom.

4. **Old Password:** enter your actual password;
New Password: enter your new password;
Confirm New Password: confirm your new password
When assigning a password, the system indicates a check mark "✓" aside of each requirement you have met. Press **Change Password**.



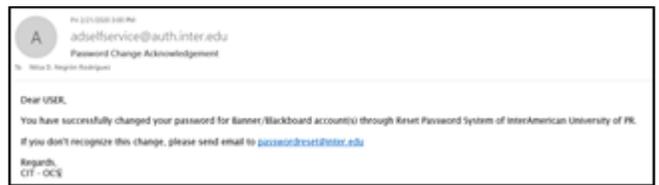
The image shows the Banner "Change Password" form. At the top, it says "Change Password" and "Change your current domain password.". There are three input fields: "Old Password", "New Password", and "Confirm New Password". Below the fields is a list of requirements, each with a green checkmark: "Minimum length should be at least '8'", "Number of special characters to include '3'", "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 3 consecutive characters from username". A green "Change Password" button is at the bottom right.

5. The system notifies your on the screen that your password was successfully reestablished.



The image shows a green notification message box with a checkmark icon and the text "Your password has been changed successfully."

6. You will receive an email indicating that you have successfully established your account. See the following example



The image shows an email notification. The sender is "adselfservice@auth.inter.edu". The subject is "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 PA. If you don't recognize this change, please send email to passwordreset@inter.edu". The signature is "Regards, CIT - OCS".