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:

9. You will receive an email indicating that you have successfully established your account. 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 “√” aside of each requirement you have met. Press Reset Password.

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

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:

   ![Inter sign in page]

   - Sign in with your organizational account
   - username
   - Password
   - Sign in
   - Forgot or Change My Password

2. Choose Change Password:

   ![Inter change password page]

   - Reset Password
   - Reset your forgotten password
   - Unlock Account
   - Unlock your locked out account
   - Change Password
   - Change your password using current password

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

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.

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

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

   ![Inter email verification]

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