

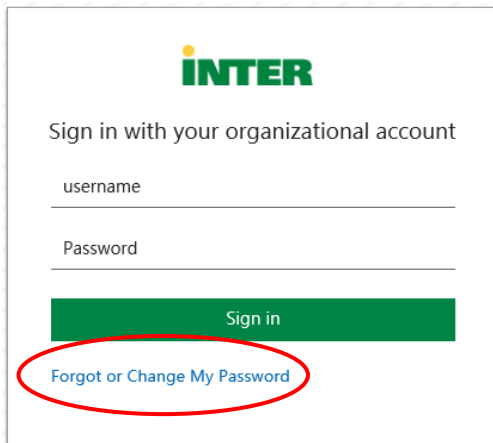
# Autenticar y Cambiar Contraseña en Banner Administrativo, Autoservicios (InterWeb) y Blackboard

**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**



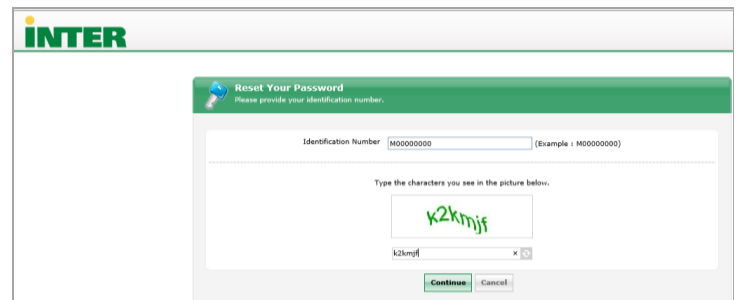
The screenshot shows the InterWeb login interface. At the top is the 'INTER' logo. Below it, the text reads 'Sign in with your organizational account'. There are two input fields: 'username' and 'Password'. A green 'Sign in' button is positioned below the fields. A blue link labeled 'Forgot or Change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

2. Escoja la opción **Reset Password**



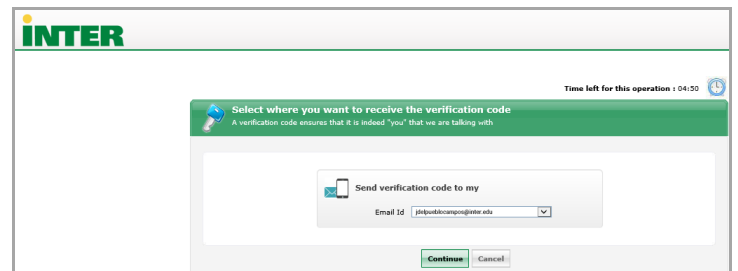
The screenshot displays three options for password recovery: 'Reset Password' (with a key icon), 'Unlock Account' (with a padlock icon), and 'Change Password' (with a key icon). The 'Reset Password' option is circled in red.

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**.



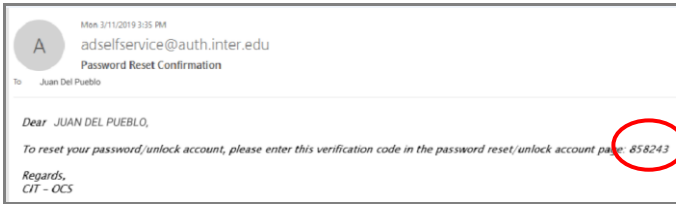
The screenshot shows the 'Reset Your Password' page. It prompts the user to provide an identification number (example: M00000000) and to type the characters from a CAPTCHA image (k2kmjif). A 'Continue' button is visible at the bottom.

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

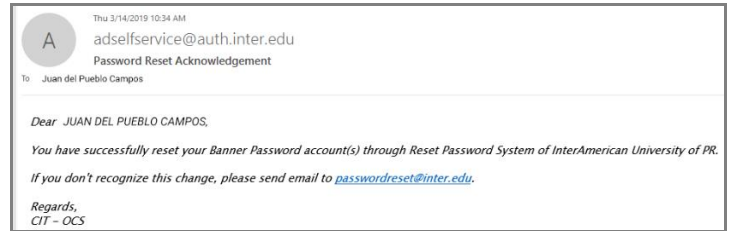


The screenshot displays the 'Select where you want to receive the verification code' page. It shows an email address field with 'jiriput@comp@inter.edu' entered. A 'Continue' button is visible at the bottom.

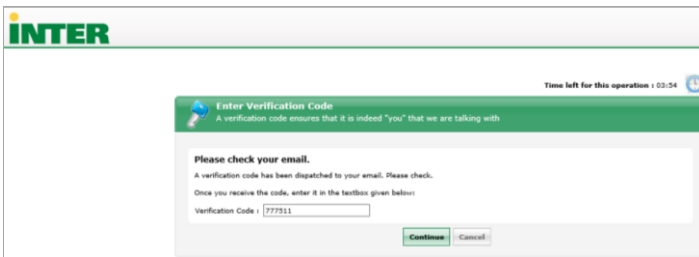
5. Recibirá un correo electrónico (**adselfservice@auth.inter.edu**) que indica el **código**, ver el siguiente ejemplo:



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**.

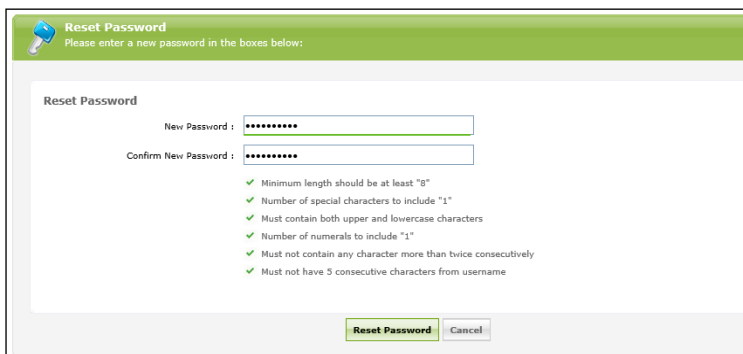


### Autenticar Contraseña en Blackboard

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

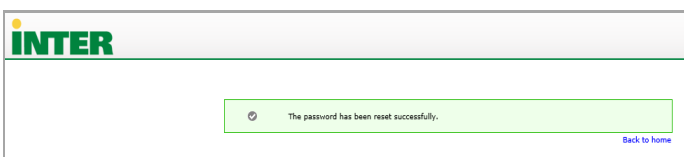
<https://pwdreset.inter.edu:9251/showLogin.cc>

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**.



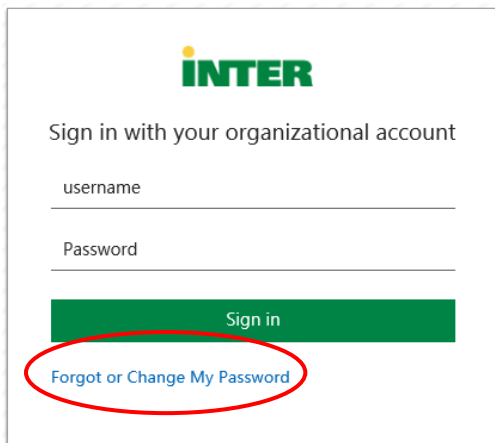
Siga los pasos del 2 al 9 en este documento.

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



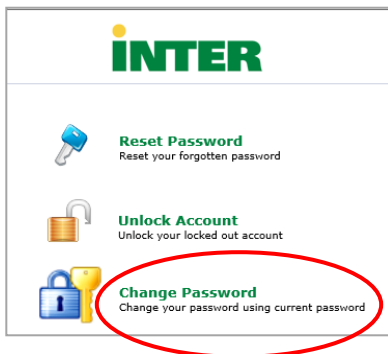
# Cambiar su contraseña (Change Password) en Banner Administrativo

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



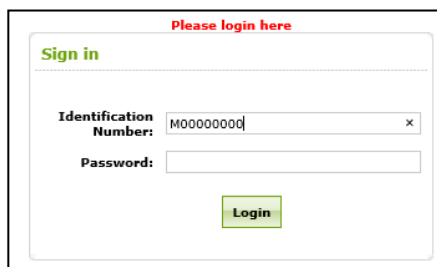
The screenshot shows the login page for Banner Administrative. At the top is the INTER logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: "username" and "Password". A green "Sign in" button is positioned below the fields. A blue link "Forgot or Change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

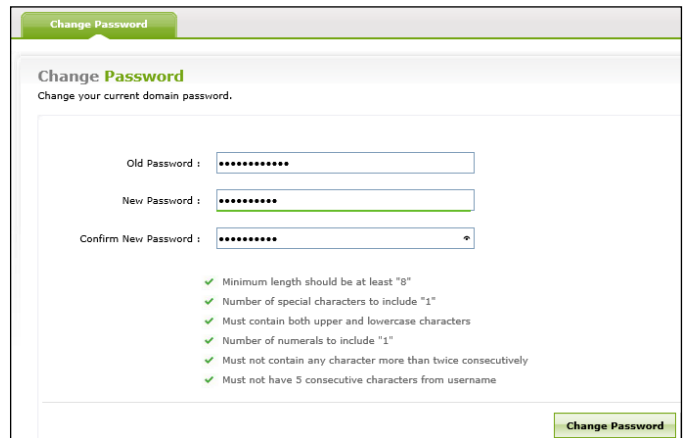
3. Entre su número de identificación.  
Ejemplo: M00000000. Luego entre su contraseña actual. Presione **Login**.



The screenshot shows the login page with the "Identification Number" field filled with "M00000000" and the "Password" field empty. A green "Login" button is at the bottom.

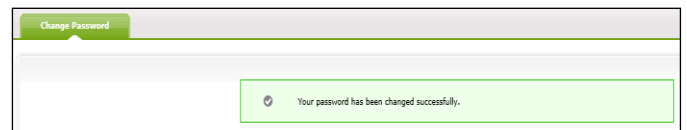
4. **Old Password:** entre su contraseña actual;  
**New Password:** entre su nueva contraseña  
**Confirm New Password:** confirme su nueva contraseña

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



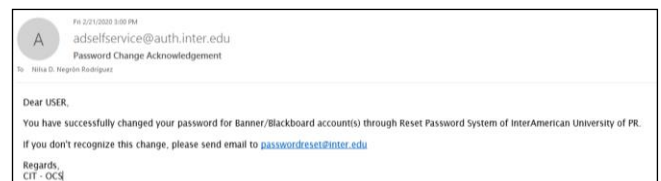
The screenshot shows the "Change Password" form. It has three input fields: "Old Password", "New Password", and "Confirm New Password". Below the fields is a list of requirements with green checkmarks: "Minimum length should be at least '8'", "Number of special characters to include '1'", "Must contain 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 green success message box with a checkmark icon and the text "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 reads: "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](mailto:passwordreset@inter.edu)". The email is signed "Regards, CTF - OCS".

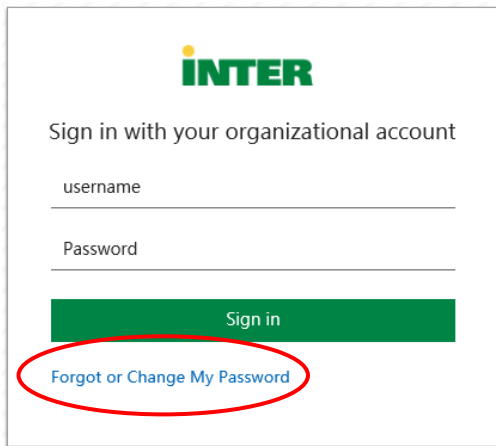
# Password Authenticate in Banner Administrative, Self Service (InterWeb) and Blackboard

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

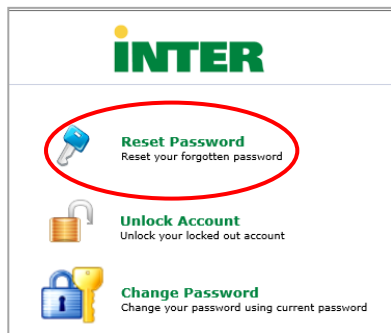
Students and faculty only need to authenticate a new password on one of the two platforms (InterWeb or Blackboard). The same password can be used to access both platforms.

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

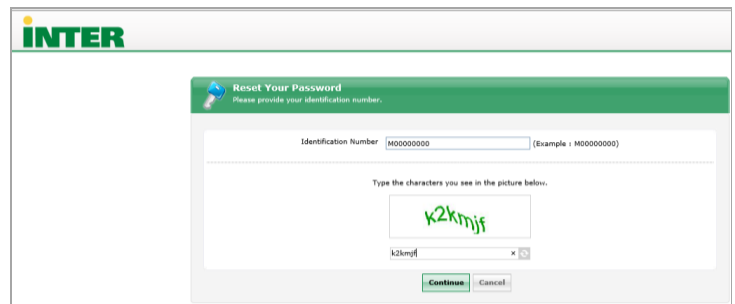
1. Choose **Forgot or Change My Password** option.



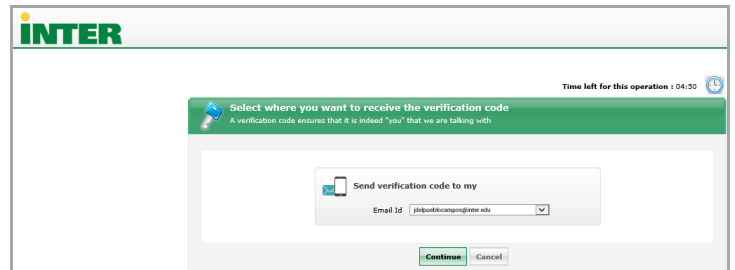
2. Choose **Reset Password** option.



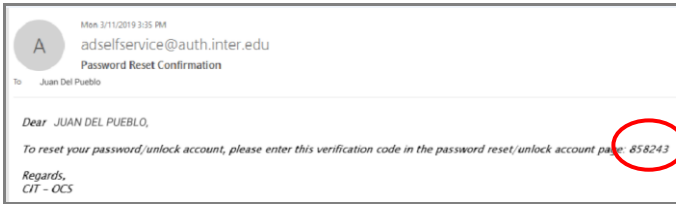
3. In the ***Reset Password*** screen enter your identification number, example: **M00000000**. Then type the characters you see on the screen and press ***Continue***.



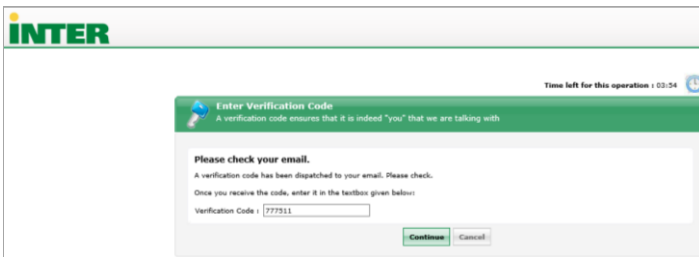
4. Automatically the system presents the electronic address assigned by the University. The system will send to this address a verification code. Press **Continue**.



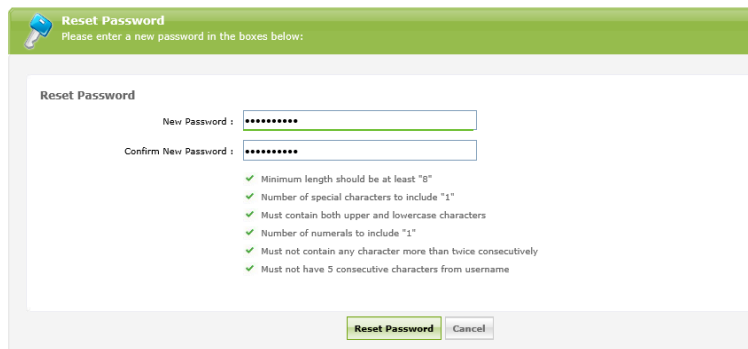
5. You will receive an email from **(adselfservice@auth.inter.edu)** identifying the verification code. See the following example:



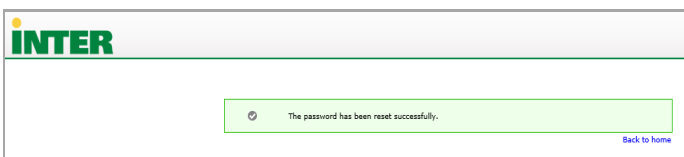
6. Enter the verification code you received with your email in the **Verification Code** field, and press **Continue**.



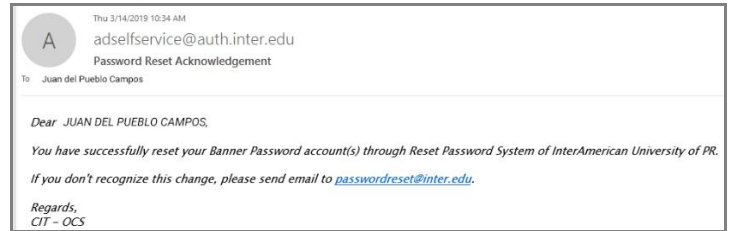
7. Enter your new password. This must comply with requirements that are listed on the screen. When assigning a password, the system indicates a check mark "v" aside of each requirement you have met. Press **Reset Password**.



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:

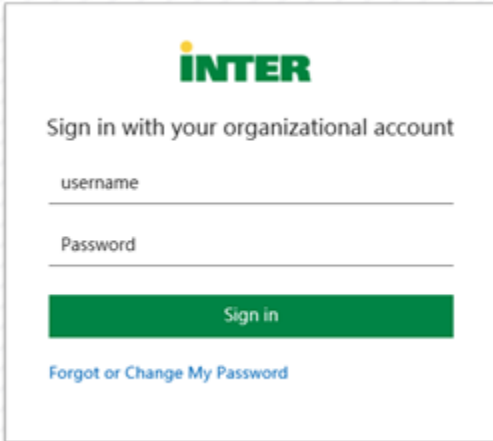
<https://pwdreset.inter.edu:9251/showLogin.cc>



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

# Change your Password in Administrative Banner

1. Choose Forgot or Change My Password:



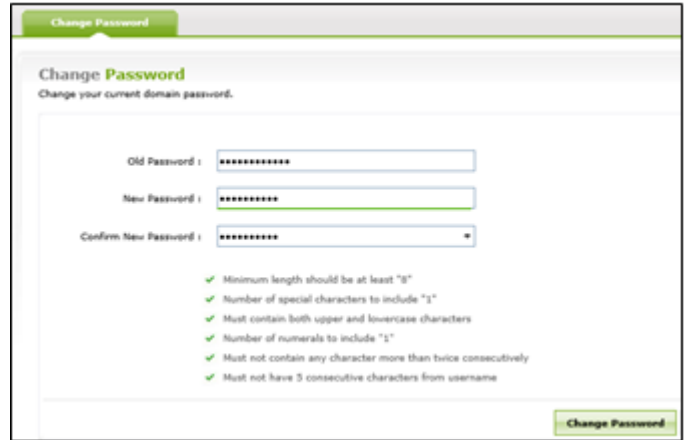
2. Choose Change Password:



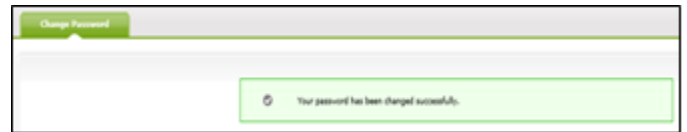
3. Enter your identification number  
Example: M00000000. Enter your Current password. Press **Login**.



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 “**v**” 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

