

Changing Banner 8 INB and Eprint Password

To change your Banner PROD Oracle account password follow these instructions. This password is used for Banner 8 INB, Eprint, and SQL Developer (if applicable).

Go to <https://www.mtsu.edu/changepw>

Enter your Banner 8/Eprint username or M# here and click "Submit"

Manage Your Username and Password (02)

Enter your MTSU ID (ex: M12345678) or existing MTSU email account username* below and submit.

(* For students, this is your MTMail account username. For faculty and staff, this is your FSA username.)

MTSU ID or Username:

Submit

Select your recovery email address and click "Submit"

Manage Your Username and Password (12)

Please select an e-mail address from the list below. An e-mail will be sent to that address with instructions for changing your MTSU password.

The below email addresses are partially masked for your privacy.

Select Recovery Email: j*****7@gmail.com

Enter Submit when finished.

Submit

An email will be sent to your recovery email address as you see this screen. Check your personal email and click on the embedded link to change your password.

Manage Your Username and Password (12)

An email for your MTSU account password recovery was sent to your "j*****7@gmail.com" email account. Read your email and click on the embedded link to change your MTSU password.

Within the email, click on the embedded link to continue changing your password.

ITD Help Desk <help@mtsu.edu>
to me ▾

10:10 AM (1 minute ago) ☆ ↶

Your MTSU account username is [REDACTED]
A request to change your MTSU account password was received from a computer with IP address 161.45. [REDACTED]
You may change your password by clicking on the below link. This link will be effective for 1 hour.
<https://itdwebapps.mtsu.edu/changepw/ChangePW?h=558b135cf747c0df60d682486ce90534b9cf41ee54889869db8cf0957363354e6ed330626d24b0a3859064dbf605f196e73b373236&t=1570547411>

Sincerely,
The MTSU IT help desk
email: help@mtsu.edu, phone: 615-898-5345

Enter your Banner INB/Eprint username again here and click "Submit"

Manage Your Username and Password (12)

Changing/Creating Your Password

1. On the next page you must read and agree to abide by MTSU Policies.
2. Enter your username or ID (ex: M12345678) in the text input box below then click Submit.
3. Set your password.
4. Login to systems using the new password.

MTSU ID or Username:

Enter Submit when finished.

Submit

Click "Accept" on the following screen to acknowledge acceptance of MTSU policies.

Manage Your Username and Password (12)

You must agree to the MTSU Drug and Alcohol-free Campus Acknowledgment as stated below before your account information can be displayed and/or changed.

I acknowledge and understand that Middle Tennessee State University ("MTSU" or "University") is an alcohol, drug, and tobacco-free campus. I further acknowledge that I have read, and understand, the University's policies and prohibitions regarding the use of alcohol and drugs on campus. I understand that MTSU complies with the Drug-Free Schools and Communities Act of 1989, and that alcohol and drug prevention programs are available to all students and employees annually.

AND

You must agree to abide by the MTSU Information Technology Resources Policy as stated below before your account information can be displayed and/or changed.

910 Information Technology Resources

I. Purpose

This policy identifies appropriate use of the information technology resources to support Middle Tennessee State University's (MTSU or University) goals and objectives and informs all users of the policies set forth by MTSU, the laws of the State of Tennessee, and the federal government.

II. Objective

The objective of this policy is to ensure that the use of information technology resources is related to, or for the benefit of, MTSU and the State of Tennessee. The use of information technology resources is a privilege that imposes certain responsibilities and obligations on users and is subject to policy and applicable law. Acceptable use must be legal, ethical, reflect honesty, and show restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, the individual's rights to privacy, and freedom

Accept

Decline

Click on the "Banner PROD account xxxxx" check box to change your Banner INB 8/Eprint, and SQL Developer(if applicable) password. Additionally from this screen, you can change your FSA/Exchange/PipelineMT password if needed.

Manage Your Username and Password (12)

Hello [REDACTED] Your agreement to the Information Technology Resources Policy has been accepted.

Your username is [REDACTED]

Your email address is [REDACTED]@mtsu.edu

You will need to remember this info and the password you are about to create.

Select the accounts below where you want to change/create your password

- FSA/Exchange/PipelineMT
- Banner PROD account [REDACTED]

Enter Submit when finished.

Submit

Follow the instructions to create a new password, enter your new password twice, and click "Submit"

Manage Your Username and Password (12)

Your username is [REDACTED]

Your email address is [REDACTED]@mtsu.edu

You will need to remember this info and the password you are about to create.

Your password will be changed for the following accounts.

- Banner PROD

Your new password must be 8 to 24 characters in length and must contain all three of the following items.

- At least 1 alphabetic character
- At least 1 numeric digit
- At least 1 special character from the list % * + , - : = _

Certain special characters are not permitted! " # \$ & ' () . / ; < > ? @ [\] ^ ` { | } ~ space or tab. A dash (-) may not be used as the first character.

Your password must also not contain your username or your first or last names.

You can change your password only once within a 24 hour period.

Please enter your new password

Please enter your new password again for verification

Enter Submit when finished.

Submit

You should see the following screen if you changed your password successfully.

Manage Your Username and Password (12)

Results:

Successfully changed Banner PROD password for JAFOSTER

Thank you James M Foster for changing/creating your password.

Please allow 5 minutes for password transactions to process.

Notes:

You may see this error screen if you take too long during the process. Please start over from the beginning if you encounter this error.

Error - Invalid session. (12)

Please click the back button and start again.