



# Oakland University

## University Technology Services

More documentation and announcements can be found on the UTS Website at [www.oakland.edu/uts](http://www.oakland.edu/uts)

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Creation Date: 06-30-2003  
Last Revision Date: 06-07-2013

## Guidelines for Banner User ID/Passwords and Shared Banner Accounts

### Banner USER ID/PASSWORD Usage

Your Banner **USER ID/PASSWORD** is used to verify your identity, therefore acting as a key to system security. The following guidelines should be followed when utilizing your **USER ID/PASSWORD**:

- Make certain that no one can impersonate you (i.e., provide photo id when necessary, do not share birth dates, do not share your Social Security Number, etc.).
- Do not disclose your password to anyone, nor allow anyone to observe your password as you enter it during the sign-on process.
- When selecting a password, avoid passwords with any personal associations and avoid passwords that are simple and short.
- If you believe that your Banner account has been compromised, please change your password immediately and contact the Helpdesk for assistance in determining if any information may have been inappropriately accessed or utilized.

### Banner Passwords

Access to the Banner database requires a password. Your password must be at least 8 characters in length and should meet the following guidelines:

- Characters should include:
  - Letters (*a, b, c, A, B, C, etc.*); however, note that case is ignored in Banner passwords.
  - Numbers (*1, 2, 3, etc.*).
  - and MAY include the underscore special character ('\_'); however, no other special characters are allowed.
- Passwords must use at least 2 letters and 2 numbers.
- Numbers or the underscore must not be the first or last character in the password.
- No consecutive repeating characters may be used, for example: (*mm, 44, \_\_, etc.*)
- Examples of strong passwords: *h4p\_pyday, h31L0\_u, go0d\_dAy, t1tanIc*

To further ensure the security of Banner passwords you will be required to change your password every 90 days. Starting at the time of the first login after the 76th day (2 weeks before the 90 days have passed), you will be given a two (2) week grace period during which you may log in without

changing your password. If your password is not changed within this time, your password will expire and you will be forced to change it.

After you have logged on, the Banner system will attribute all activity to your user id. Therefore, never leave your workstation without either locking your machine or logging out of the Banner system — even for a few minutes.

### **SHARED BANNER USERID/PASSWORD GROUP ACCOUNTS**

In some special cases, shared or group accounts are required. These special circumstances require the advance approval of the Security administrator in University Technology Services. Every effort will be made to define a process that requires each individual to log in under a private individual logon. If a process cannot be defined, a group account will be created. Individuals sharing the group account should only do work assigned to the group while logged in under the group account. Group account access will be limited to just the work that the group account requires, and not the maximum access allowed to each individual in the group. Individuals in the group will also have individual accounts, and those accounts should be used whenever possible. To maintain a secure environment it is imperative that when a member of a **SHARED BANNER USERID/PASSWORD GROUP ACCOUNT** leaves Oakland University that the following steps be taken:

- Change the password to the shared account immediately after the employee/faculty member has left the university.
- Notify CSITS Helpdesk of this change. The Helpdesk can be reached at (248) 370 – 4357 Monday through Friday from 8 a.m. to 5 p.m. or via email at [helpdesk@oakland.edu](mailto:helpdesk@oakland.edu).
- When creating the new password please follow the same guidelines outlined in the above section.

### **UTS Helpdesk**

The UTS Helpdesk may ask you for your Banner **USER ID** when troubleshooting a problem, but will never ask you for your password.

If you need assistance or have questions regarding this procedure, please contact the Helpdesk at (248) 370 – 4357 or via email at [helpdesk@oakland.edu](mailto:helpdesk@oakland.edu).