

## ReSyncing Banner Passwords:

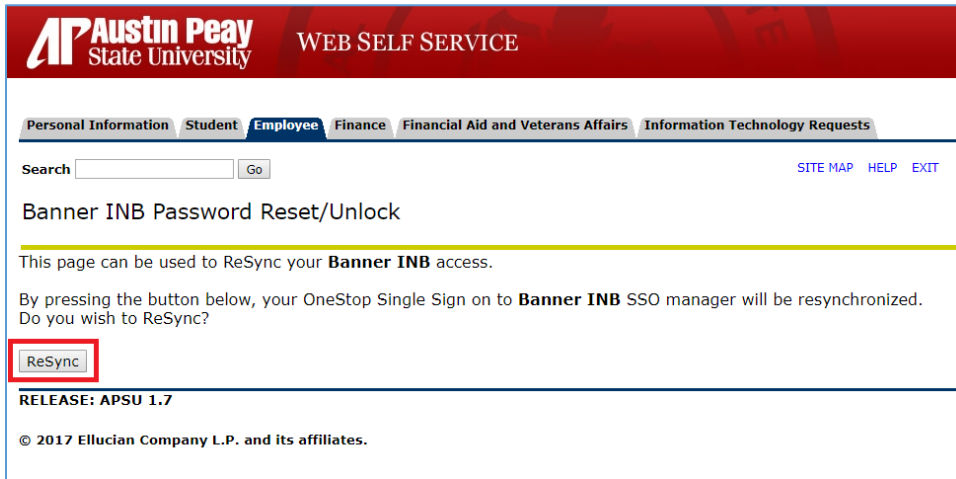
1. Close all open browser windows.
2. Open a new browser window. Log into **OneStop** and click on **Web Self-Service**.



3. Click **Employee**, then **Banner INB Password Reset/Unlock**.

The screenshot shows the "Web Self Service" interface for Austin Peay State University. The top navigation bar is red with the university logo and the text "WEB SELF SERVICE". Below this is a secondary navigation bar with tabs for "Personal Information", "Student", "Employee", "Finance", "Financial Aid and Veterans Affairs", and "Information Technology Requests". The "Employee" tab is selected. Underneath, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Employee" and contains a list of services: "Time Sheet", "Leave Report", "Position PDQ", "Benefits and Deductions" (with sub-links for retirement, health, etc.), "Pay Information" (with sub-link for direct deposit), "Tax Forms" (with sub-link for W4 information), "Jobs Summary", "Leave Balances", "Campus Directory", and "Banner INB Password Reset/Unlock" (highlighted with a red box). Other services include "Banner Security Request", "Departments" (with sub-link for Housing), "Pay my bill" (with sub-link for online bill payment), "Key Request" (with sub-link for university key request form), "Verify Employee Status", and "Behavioral Intervention Form". At the bottom, it says "RELEASE: 8.8.1" and "© 2017 Ellucian Company L.P. and its affiliates."

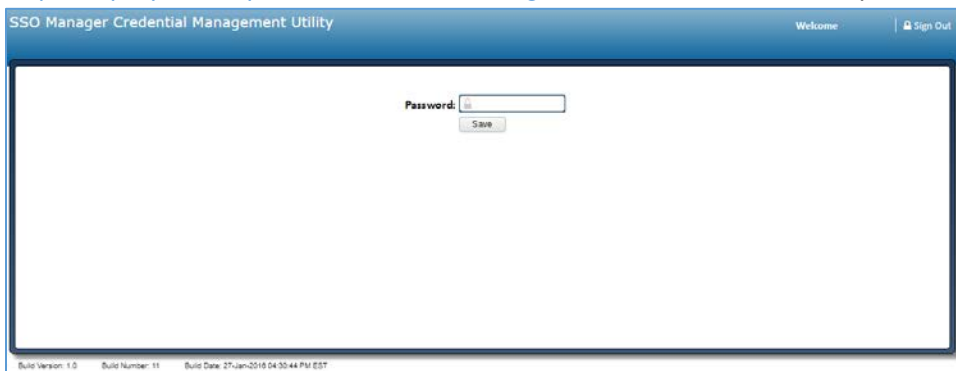
- Click **ReSync**. This will make your Banner password change to your current OneStop password, and will also generate an email confirmation.



- Go back to **OneStop** and click **Baseline Banner**.



- If you need to know your Banner password, such as for Spreadsheet Budgeting, you will need to manually set a new password. You will need to go to <https://apmybeis5.apsu.edu:7988/ssomanagerutil/> and enter a custom password.



- The password must meet complexity requirements. It must be at least 8 characters in length and must contain a combination of uppercase letters, lowercase letters, numbers, and symbols, **except !, #, \$, @, and the period** symbol.