



# How to get your Oracle ID and/or Reset the Password



## Get your Oracle ID, and/or Reset the Password

Follow these guidelines closely if you don't know your **Oracle ID** or **don't remember** your Oracle password

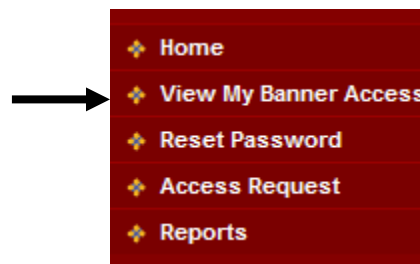
### Step 1 - <http://team.texastech.edu>

- ⇒ Open up Internet Explorer
  - Start
  - All Programs
  - Internet Explorer
- ⇒ Type in <http://team.texastech.edu> in the URL field
  - *\*do not enter "www" in the address*
- ⇒ [Enter]
- ⇒ You will be at the **eRaider Sign-in** screen
- ⇒ Sign in using your normal **eRaider username/password**
- ⇒ Click [Sign in]



### Step 2 – View My Banner Access

- ⇒ You will be on the Oracle ID screen
- ⇒ On the **left** side are some links
- ⇒ **Click** on the "**View My Banner Access**" Link
- ⇒ **Write down** the **6 character Oracle ID** on your agenda handout
  - *\*looks like a license plate*
  - This is your personal Oracle ID you will use when signing into Banner



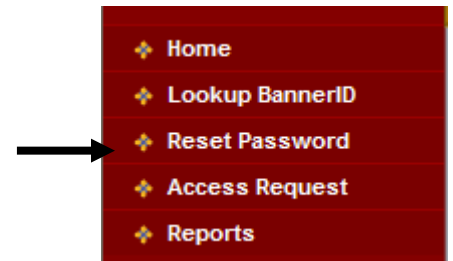
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### Step 3 – Reset Password

⇒ Click on “Reset Password”

⇒ Follow the Password Guidelines

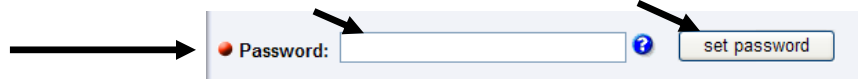
- \*\*must be between 8 – 15 characters long
- \*\*must be **upper and lower case**
- \*\*must contain at least **one numeric number**
- \*\*do not enter a **number** in the **first or last character**
- \*\*cannot contain any words - **no three character words**: dog, cat, man, etc.



⇒ Enter **Password** in the **Password field**

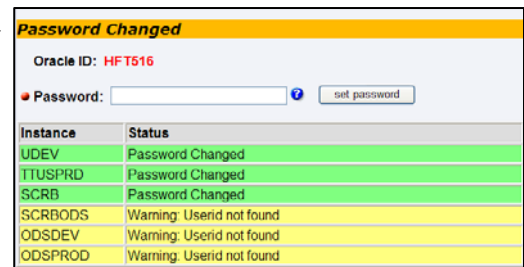
⇒ Click [Set Password]

- Set Password button MUST be click
  - Do not just hit the [enter] key – this will not work



⇒ If you see the statement “**Password Change**”

- Proceed to **Step 4**



⇒ If you see any other statements such as, “**Password too simple**”

- Read the Password Guidelines again, and
- **Try Again**
  - Remember to click the [Set Password] Button after you enter the password

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### Step 4 – Make Note Oracle ID

⇒ Make sure you write down your Oracle ID and remember your password

- You will use the Oracle ID and password when you sign into the Banner INB System

⇒ Click on the **eRaider Sign out** button

