



Oracle ID | Reset Password

<http://team.texastech.edu>

These instructions can be used anytime you need to reset your Oracle ID

password.

- You will be prompt to change your password every 90 days
- Cannot re-use the same password within 365 days
- The Oracle ID/password is not the same as your eRaider username/password
- The Oracle ID is used to log into the Banner INB system
- Follow the password guidelines closely
- Sign onto the TEAM security site to change password

Step 1 Log into the TEAM security site

- ⇒ Open up an Internet Explorer browser
- ⇒ Type in <http://team.texastech.edu> in the URL field
 - **do not enter "www" in the address*
- ⇒ [Enter]
- ⇒ Log in using your **eRaider username/password**
- ⇒ Click [Sign in]



Step 2 View My Banner Access

- ⇒ Click on **View My Banner Access**
- ⇒ **Write down the 6 character Oracle ID**
 - **looks like a license plate*
 - This is your personal Oracle ID you will use to sign into the Banner INB system



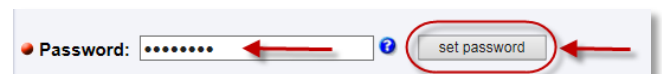
Step 3 Reset Password

- ⇒ 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 word found in dictionary
 - No special characters
 - Passwords are Case Sensitive

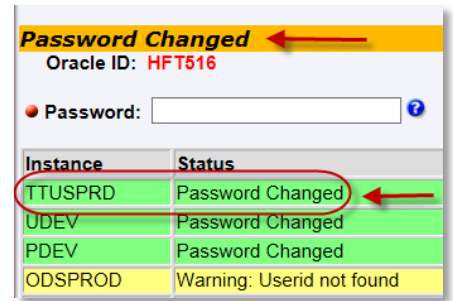


Enter a **Password** in the **Password field**

- ⇒ Click [Set Password] Button
 - *Do not just hit the [enter] key – this will not work*



- ✚ If you see the statement **Password Change**
 - Once you see **TTUSPRD** highlighted in **Green** and **Password Changed** displayed, you are **DONE**.
 - Proceed to Step 4



- ✚ If you see any other statements such as **Password too simple**
 - Read the Password Guidelines closely, and **Try Again**
 - Remember to click the [Set Password] Button after you enter the password

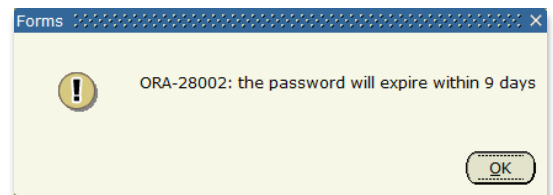
Step 4 **Remember Oracle ID**

- ⇒ 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
 - It is not good practice to write down passwords where it is public to others
 - If you think your password has been jeopardized, reset it immediately by following these instructions
- ⇒ Click on the **eRaider Sign out** button to log out of the TEAM site.



Expired Passwords

Every 90 days, you will be prompted to change your password.
The same password cannot be used within 365 days.



Passwords will EXPIRE every 90 days

Cannot use the same password within 365 days

Oracle ID/Password used for the Banner INB system
