

## **Banner HR/Finance Passwords**

Back in the spring, we underwent an exercise to change our Banner HR/Finance passwords. As well as being a good business practice, changing passwords is a security requirement that occurs every 6 months – and it is now time to do it again. Here are the details:

ECG is implementing a forced expiration on passwords – this is consistent with security requirements and also allows compliance with PWC audit findings;

Users should begin changing their Banner HR/Finance passwords at their earliest convenience;

On the Banner log in page there is a link on the right called Change Banner Password. Click on this link and follow the directions;

Any password you previously used over the last three years will not qualify as a new password;

Passwords should be strong. Although the UNH excerpt below relates to changing your AD password, you might find this helpful in changing your Banner HR/Finance password:

University policy requires you to change your passwords at least every six months and use strong passwords; your password must be at least 7 characters in length and include at least one of each of the following: upper case letter, lower case letter, digit (number) and special character (%\*+ \_-.,:;/\|=?![]^~). Passwords must not be reused or be based on dictionary words, names or your personal information. We encourage you to use passwords with more than 7 characters as longer, strong passwords have been demonstrated to be significantly more difficult for attackers to break.

Starting on 12/10, users who have NOT changed their passwords will see a pop up notice upon log in. Once you change your password, the pop up goes away;

All passwords should be changed no later than January 15, 2013. If not, additional notices/action will be taken;

A notice will be posted on the Intercept Page and the Banner HR website;

Passwords should be changed in all instances you normally visit (BPRD and also BTST if you engage in any testing).

Please note this relates only to the Banner HR/Finance password. Changing your AD password is on a rolling 6 months schedule that may or may not coincide with this exercise, and those notices come from Petr Brym's office at UNH.