



Password Guidelines for INB Users

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Internet Native Banner (INB), the main workhorse of SunGard Higher Education’s Banner suite, does not allow certain special characters in passwords. If your Career Account password contains unacceptable characters, you will not be able to log in to INB (and will need to change your password).

In the table below, acceptable characters are listed in the left column; unacceptable ones are in the right column.

Special Characters in Passwords	
Use	Do NOT Use
!	\$
+	@
{	&
}	(
(pipe))
: (colon)	<
~	>
[=
]	#
\	space
/	; (semicolon)
. (period)	, (comma)
%	" (double quote)
^	` (accent)
*	' (single quote)
- (dash)	
_ (underscore)	
?	

This character limitation **only applies to staff and faculty that will be using INB**, including those who have access to the Enrollment Services View and Student View, among others. This does not apply to students and faculty accessing information using Banner’s self-service component.

You can change your Career Account password by going to ITaP’s Connections & Accounts page (<http://www.itap.purdue.edu/connections>) or following the guidelines of your department’s desktop support staff.

The University’s password policy can be read here:
<http://www.purdue.edu/securepurdue/bestPractices/passStandards.cfm>