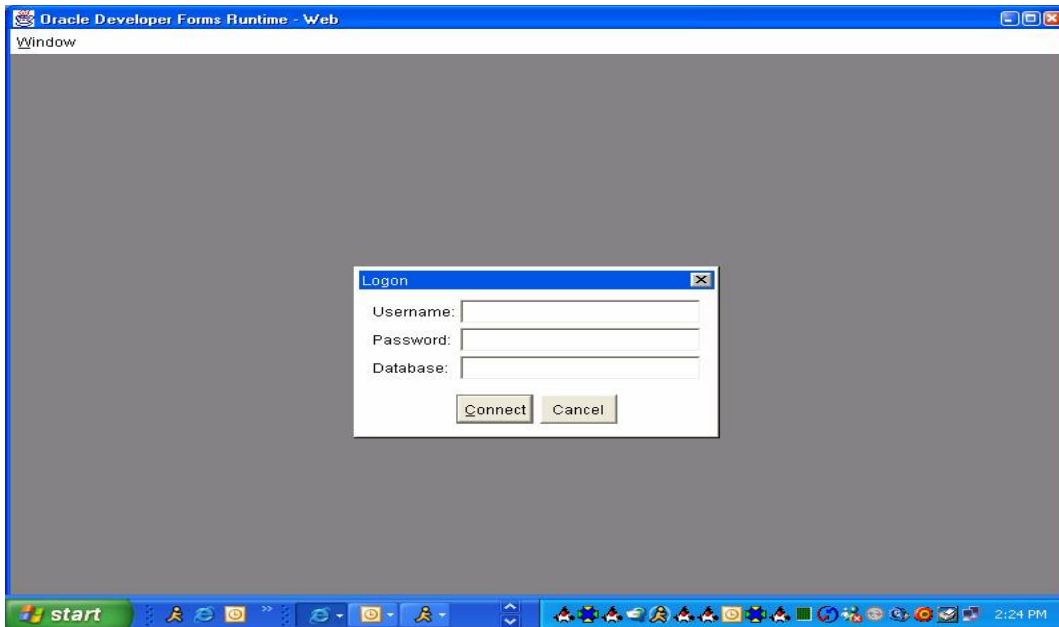


The password you use for ePrint has to be reset every 90 days, using Banner Production.

If you try to logon to ePrint and you get a message that you are using an invalid password, here are the steps you need to follow to correct the situation:

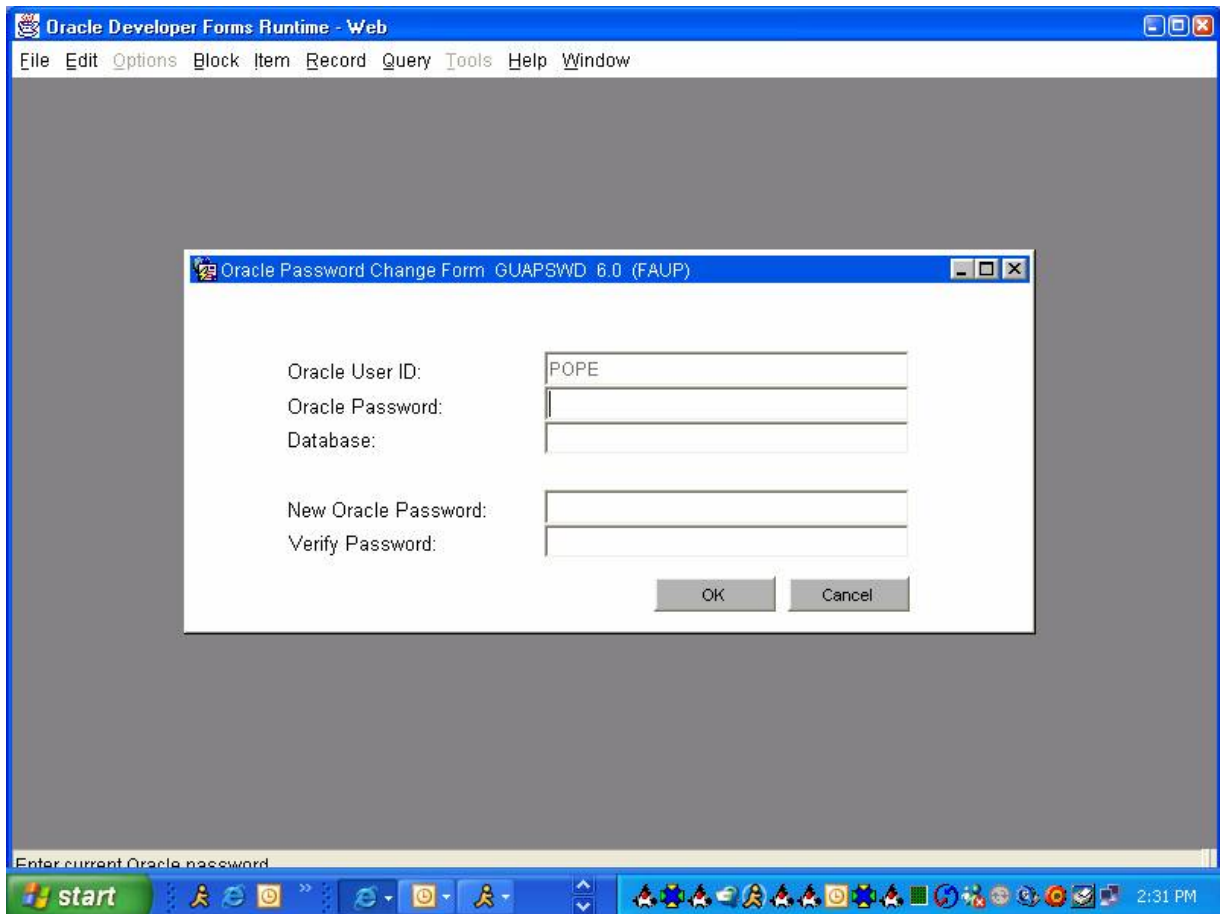
1. Go to Banner Production using this link <http://banner.fau.edu:21270/>
2. If you have never signed onto Banner Production it will need to download some Oracle files in order to allow Banner to work. Let that download completely process. Once it is done you will see a Logon form like this:



The Username is your Banner and ePrint user name – usually your email name without @fau.edu. For example my username is pope. Then the password is the one you established within the last ninety days. The password expires every ninety days for Banner Production and ePrint. To change your password, sign on to Banner Production. If your password has expired it will give you the opportunity to put in a new password.

Here are further instructions on how to do this:

Once active, your Banner password will expire every 90 days. If you are having difficulty accessing E~Print you could be experiencing a "Banner password about to expire" condition. Your ePrint password is linked to your Banner login and password. When the Banner password is about to expire, ePrint reads this as your password already having expired. To correct this you will need to go to *Banner Production* at the www.fau.edu/banner link and enter your Banner login and password. Then, go to the screen **GUAPSWD** and change your password. This changed password works for both Banner and E~Print. Please keep these instructions on file, as your Banner password will expire every 90 days



After resetting the password here, go to ePrint and use the new password to access ePrint.

If you find Banner is not downloading, the Help Desk sent these instructions. You only need to do this if Banner Production does not provide a logon screen:

Go to the following page

http://banner-as-p.nmsu.edu:9090/jinitiator/us/jinit_download.htm?application/x-jinit-applet;version=1.3.1.9

Download and install Jinitiator. This should resolve the problem.