

Changing e-Business Suite Password

PASSWORD RULES

- Change your password every 90 days
- Length must be 6 - 30 characters
- Must contain at least 1 number and 1 letter
- Cannot contain your username
- Cannot contain any repeating characters
- Cannot be reused for 365 days

CHANGE EXPIRED PASSWORDS

- 1) Login to UNI e-Business Suite
 - a) username (your email alias)
 - b) Old password (expired one)
- 2) System will display the screen below
 - a) Old password (expired one)
 - b) New password (use rules above)
 - c) Repeat New password
- 3) Click the Save button

- 4) System will then display your Responsibilities page

CHANGE UNEXPIRED PASSWORDS

- 1) Login to UNI e-Business Suite.
- 2) Click Preferences either at the top or bottom of the form

- 5) Enter Old Password
- 6) Enter New password, twice
- 7) Click the Apply button.

- 8) Confirmation screen will appear (see below)
- 9) Click Home to return to Responsibilities

For questions, please contact the Help Desk at 3-5555 or email ebusiness@uni.edu

For questions about this document, please contact Jack Miller, Help Desk, at 3-5943.