

Changing a MEMFIS 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 Memfis
 - 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

ORACLE
Oracle E-Business Suite

Change Password

Change Password

*Indicates Required Field

*Current Password

*New Password

*Please re-enter the new password

TIP Password must be at least 6 characters and not more than 30 characters long.
Password must contain at least 1 number and at least 1 alphabetic character.
Password cannot contain your username.
Password cannot contain any repeating characters such as 99 or aa.
Passwords are not case sensitive.

- 4) System will then display your Responsibilities page

CHANGE UNEXPIRED PASSWORDS

- 1) Login to MEMFIS.
- 2) Click Preferences either at the top or bottom of the form

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Applications

UNI_Workflow_User Please click available to

VP_Admin_Finance

Select Preferences to change Password

Log out | Preferences Help

Edit Favorites

Please use the "Edit Favorites" button to setup your favorites.

Log out | Preferences Help

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

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Home Logout Pre

Preferences

Password Settings

Old Password

New Password

Repeat Password

TIP Your password must :
-be at least 6 characters in length and not more than 30 characters.
-contain at least 1 number and at least 1 alphabetic character.
-not contain your username.
-not contain any repeating characters such as 99 or aa.
Passwords are not case sensitive.

Apply

For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

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