

Information Technology

Not sure which password works with which program? Here's a short primer:

What do you want to do?	ID/Password you use.	How to change it.	How to reset it if you forget.
Log into my county computer in the morning	Windows	<ol style="list-style-type: none"> 1. Select Start, Settings, Control Panel, User Accounts. 2. Select your account at the bottom of the window 3. Select Change my Password. 4. Fill in the blanks and select Change Password. 	<ol style="list-style-type: none"> 1. Contact the person in the office who has the login information for the administrator or tech account, usually the AOS. That person can log in with administrator rights and reset. 2. Contact the IT Call Center at 501-671-2255, 866-779-3375 or callcenter@uaex.edu.
Log into my L.R.S.O. computer in the morning	Novell	<ol style="list-style-type: none"> 1. Press Ctrl/Alt/Del and select Change Password. 2. Fill in the blanks and select OK.*** If you are set up on single signon (see below), be sure to change your Intranet password the same time you change your Novell password and make both the same. 	Contact the IT Call Center at 501-671-2255, 866-779-3375 or callcenter@uaex.edu .
Read my e-mail	GroupWise	<ol style="list-style-type: none"> 1. Select Tools, Options, and Security. 2. Select the Password tab. 3. Fill in the blanks and select OK. 	Contact the IT Call Center at 501-671-2255, 866-779-3375 or callcenter@uaex.edu .
Report in AIMS	Intranet	Go to http://pwm.uaex.edu/ and follow the prompts.	Go to http://iforgotmypw.uaex.edu/ and follow the prompts.
Access CEDAR (document imaging)	Intranet	Go to http://pwm.uaex.edu/ and follow the prompts.	Go to http://iforgotmypw.uaex.edu/ and follow the prompts.
Report Civil Rights efforts	Intranet	Go to http://pwm.uaex.edu/ and follow the prompts.	Go to http://iforgotmypw.uaex.edu/ and follow the prompts.
Upload a file to FTP (e.g., Quicken files)	Intranet	Go to http://pwm.uaex.edu/ and follow the prompts.	Go to http://iforgotmypw.uaex.edu/ and follow the prompts.
Sign up for training in In-Service	Intranet	Go to http://pwm.uaex.edu/ and follow the prompts.	Go to http://iforgotmypw.uaex.edu/ and follow the prompts.
Order Publications	Intranet	Go to http://pwm.uaex.edu/ and follow the prompts.	Go to http://iforgotmypw.uaex.edu/ and follow the prompts.
Order	Intranet	Go to	Go to http://iforgotmypw.uaex.edu/ and

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Supplies from the warehouse		http://pwm.uaex.edu/ and follow the prompts.	Follow the prompts.
Order Visuals	Intranet	Go to http://pwm.uaex.edu/ and follow the prompts.	Go to http://iforgotmypw.uaex.edu/ and follow the prompts.
Order supplies from Office Depot	Office Depot account	Contact Dianne Knuteson in financial services.	Contact Dianne Knuteson in financial services.
Enter requisitions in Banner Webforms	Banner	<ol style="list-style-type: none"> 1. Log into Banner Self Service. 2. Select Personal Information and Change Banner Password. 3. Fill in the blanks and select Change Password. 	<p>Go to https://ban.uaex.edu/, select Reset Banner Password and follow the prompts.</p> <p>More help? See http://ban.uaex.edu/wtlhelp/twghhelp.htm.</p>
Approve requisitions in Banner Webforms or Self Service	Banner	<ol style="list-style-type: none"> 1. Log into Banner Self Service. 2. Select Personal Information and Change Banner Password. 3. Fill in the blanks and select Change Password. 	<p>Go to https://ban.uaex.edu/, select Reset Banner Password and follow the prompts.</p> <p>More help? See http://ban.uaex.edu/wtlhelp/twghhelp.htm.</p>
Enter time in Banner Webforms or Self Service	Banner	<ol style="list-style-type: none"> 1. Log into Banner Self Service. 2. Select Personal Information and Change Banner Password. 3. Fill in the blanks and select Change Password. 	<p>Go to https://ban.uaex.edu/, select Reset Banner Password and follow the prompts.</p> <p>More help? See http://ban.uaex.edu/wtlhelp/twghhelp.htm.</p>
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Look up my pay stub in Self Service	Banner	<ol style="list-style-type: none"> 1. Log into Banner Self Service. 2. Select Personal Information and Change Banner Password. 3. Fill in the blanks and select Change Password. 	<p>Go to https://ban.uaex.edu/, select Reset Banner Password and follow the prompts.</p> <p>More help? See http://ban.uaex.edu/wtlhelp/twghhelp.htm.</p>

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Look up my leave in Self Service	Banner	<ol style="list-style-type: none"> 1. Log into Banner Self Service. 2. Select Personal Information and Change Banner Password. 3. Fill in the blanks and select Change Password. 	<p>Go to https://ban.uaex.edu/, select Reset Banner Password and follow the prompts.</p> <p>More help? See http://ban.uaex.edu/wtlhelp/twghhelp.htm.</p>
Look up my tax information in Self Service	Banner	<ol style="list-style-type: none"> 1. Log into Banner Self Service. 2. Select Personal Information and Change Banner Password. 3. Fill in the blanks and select Change Password. 	<p>Go to https://ban.uaex.edu/, select Reset Banner Password and follow the prompts.</p> <p>More help? See http://ban.uaex.edu/wtlhelp/twghhelp.htm.</p>
View my budget reports in e-Print	Banner	<ol style="list-style-type: none"> 1. Log into Banner Self Service. 2. Select Personal Information and Change Banner Password. 3. Fill in the blanks and select Change Password. 	<p>Go to https://ban.uaex.edu/, select Reset Banner Password and follow the prompts.</p> <p>More help? See http://ban.uaex.edu/wtlhelp/twghhelp.htm.</p>

Single Signon is a configuration that allows you to log into your computer once and get to Windows, GroupWise, AIMS, CEDAR, Civil Rights, In-Service, Publications, Supplies and Visuals without needing to enter your ID and password again. How does it work? The ID for all these accounts is the same, typically first initial and last name. Once your computer is configured for single signon, your Windows and Novell accounts are set to synchronize passwords. Then Internet Explorer, the program you use to access AIMS and the other programs, is set to recognize your login. All that is required of you is that you make sure your Intranet password matches your Windows/Novell password. If you want to learn more, review the **text** or **video** instructions for setting this up on the IT department page.

NOTE ON BANNER PASSWORD CHANGE/RESET:

If your new Banner password doesn't meet the standards, you will get an error such as, ORA-28003: Password verification for the specified password failed or ORA-20002: Password must be at least 8 alphanumeric characters in length, depending on what is wrong. It will take you to the Change Password Screen again for you to choose an acceptable password. You have three chances to enter a new password. After that, you will get the message, *ERROR*, if you did not connect successfully, exiting. You will then have to wait five minutes before you try again.