# Change your password in Banner - mmddyy

You need to change it using the following url: https://banner.sunypoly.edu

Your password/pin has been set to your six character birthdate (mmddyy, where yy is the last two digits of the year you were born)

Select the Enter Personal Information Secure AreaStudent Secure Area

## SUNY Poly Banner Self Service

- Enter Personal Information Secure Area
- Enter Student Secure Area
- Enter Faculty Secure Area
- Enter Alumni Secure Area
- Prospective Students
   Tell us about yourself and request information about our institution.
- Admission Graduate Application
- Enter a new graduate application or return to complete a graduate application.
- Course Schedule Menu
- View the current schedule of classes. • Transfer Articulation
- Class Schedule Search with Texbooks
- SUNY Poly Degree Works

### Select the Change your Banner PIN and Computer Account Password option

- My Profile
- Display SITnet ID
- Change your Banner PIN and Computer Account Password
- SUNY Poly Essentials Completion Survey
- View/Update Personal Information
- Update Marital Status
- Request Wildcat Dollars
- Emergency Alert Contact Information (NY-ALERT)
- Ethnicity Survey
- Student Landing Page

#### You will see the following screen.

#### Change Banner Pin and Computer Account Password

Please allow 15 minutes for password changes to take effect throughout our systems.
Passwords must:
<ol> <li>Be at least 8 characters in length, no more than 15 characters</li> <li>Not have been used in 2 previous cycles</li> <li>Not contain the individual's name or account name</li> <li>Contain at least one number (0-9)</li> <li>Contain two of the following character sets: (a-z), (A-Z), (\$,#,%)</li> </ol>
Enter Old PIN:
Enter New PIN:
Re-enter New PIN:
Change PIN Reset
RELEASE: 8.11.E

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• In the Enter Old Pin box, Enter your six character birthdate (mmddyy, where yy is the last two digits of the year you were born)

- Tab down to the second Box (Enter New Pin)
- Create your new Pin/Password, the requirements are on the page
- Tab down to the Re-Enter New Pin box and retype your new password
- When finished, click the Change PIN button
- Select the Student Landing Page option to return to the current Banner system

## This password/pin is used for all systems

All password changes take 5 minutes up propagate out to other systems

Let us know if you have any questions