

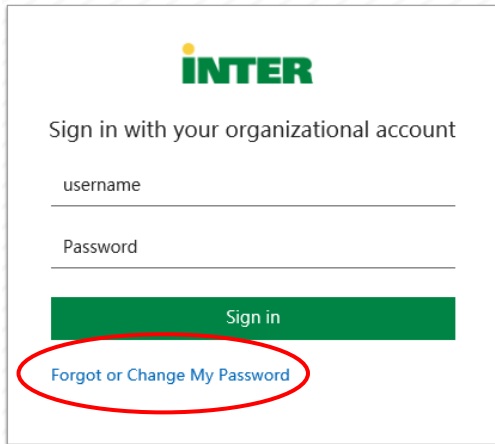
Password Authenticate in Self Service (InterWeb) and Blackboard

IMPORTANT NOTICE: Effective June 2, 2019, students, faculty and employees who access the Banner InterWeb Services and the Blackboard platform, must authenticate a new password.

You only need to authenticate a new password on one of the two platforms (InterWeb or Blackboard). The same password can be used to access both platforms.

To authenticate or change your password in Banner-InterWeb AutoServices please follow the instructions below:

1. Choose **Forgot or Change My Password** option.



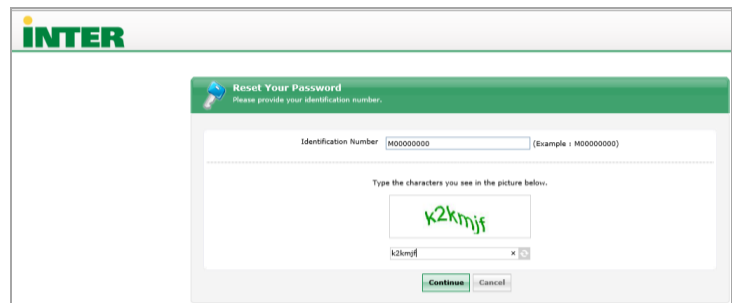
The screenshot shows the InterWeb sign-in interface. At the top is the 'INTER' logo. Below it, the text reads 'Sign in with your organizational account'. There are two input fields: 'username' and 'Password'. A green 'Sign in' button is positioned below the fields. A blue link labeled 'Forgot or Change My Password' is located at the bottom left of the sign-in area and is circled in red.

2. Choose **Reset Password** option.



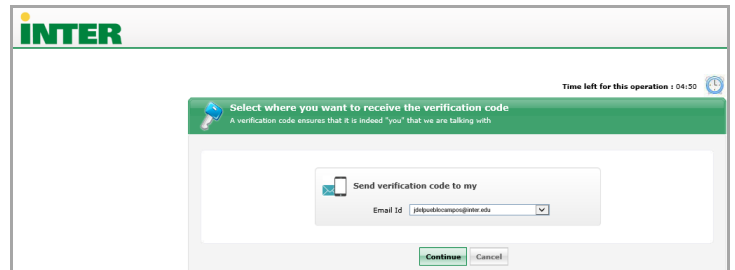
The screenshot displays three password management options under the 'INTER' logo: 'Reset Password' (with a key icon and the subtext 'Reset your forgotten password'), 'Unlock Account' (with a padlock icon and the subtext 'Unlock your locked out account'), and 'Change Password' (with a key icon and the subtext 'Change your password using current password'). The 'Reset Password' option is circled in red.

3. In the **Reset Password** screen enter your identification number, example: **M00000000**. Then type the characters you see on the screen and press **Continue**.



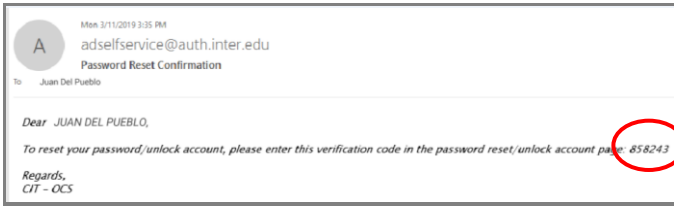
The screenshot shows the 'Reset Your Password' screen. It prompts the user to 'Please provide your identification number.' An input field contains 'M00000000' with an example '(Example: M00000000)'. Below this, it says 'Type the characters you see in the picture below.' A CAPTCHA image shows the characters 'k2kmjf'. An input field contains 'k2kmjf' and a 'Continue' button is visible at the bottom.

4. Automatically the system presents the electronic address assigned by the University. The system will send to this address a verification code. Press **Continue**.

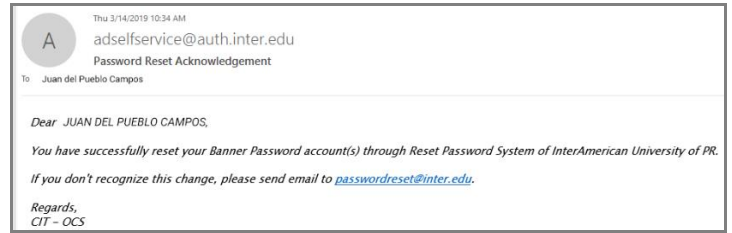


The screenshot displays the 'Select where you want to receive the verification code' screen. It includes a timer 'Time left for this operation: 04:50'. Below the heading, it says 'Send verification code to my' and shows an email address 'Email Id: jshpubliccomp@inter.edu' selected in a dropdown menu. A 'Continue' button is at the bottom.

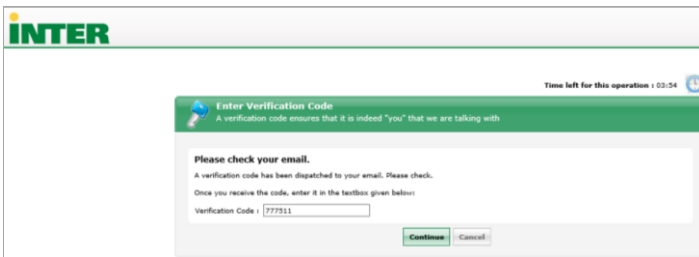
5. You will receive an email from **(adselfservice@auth.inter.edu)** identifying the verification code. See the following example:



9. You will receive an email indicating that you have successfully established your account. See the following example:



6. Enter the verification code you received with your email in the **Verification Code** field, and press **Continue**.

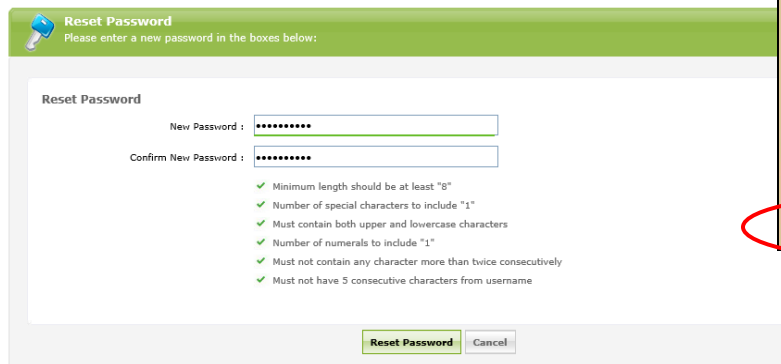


Authenticate Password on Blackboard

To create or change your password in **Blackboard**, access the following link:

<https://pwdreset.inter.edu:9251/showLogin.cc>

7. Enter your new password. This must comply with requirements that are listed on the screen. When assigning a password, the system indicates a check mark “✓” aside of each requirement you have met. Press **Reset Password**.



Follow **steps 2** through **9** in this document.

8. The system notifies you on the screen that your password was successfully reestablished.

