

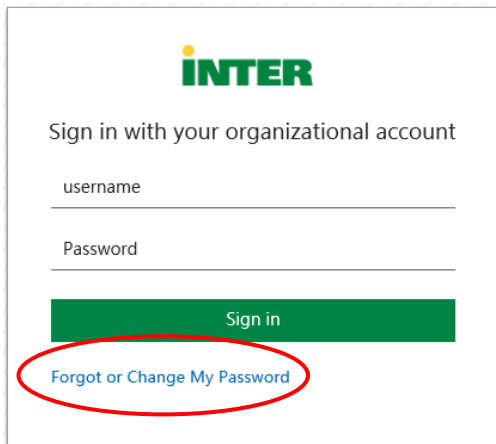
Password Authenticate in Self Service (InterWeb) and Blackboard

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:

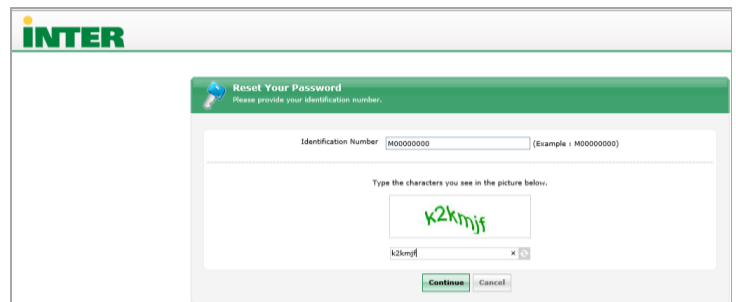
1. Choose **Forgot or Change My Password** option.



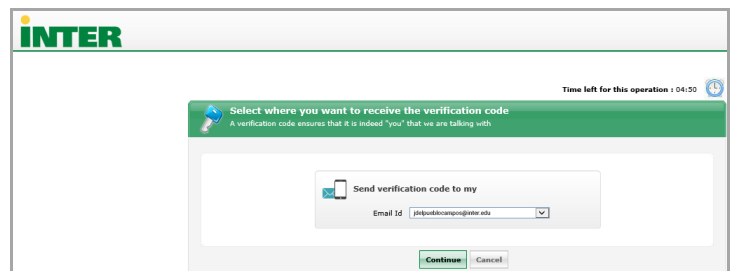
2. Choose **Reset Password** option.



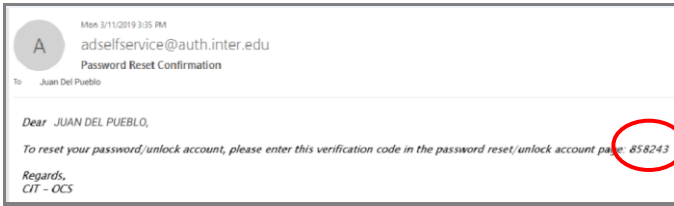
3. In the **Reset Password** screen enter your identification number, example: **M00000000**. Then type the characters you see on the screen and press **Continue**.



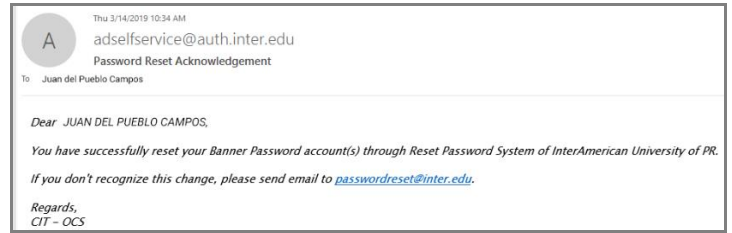
4. Automatically the system presents the electronic address assigned by the University. The system will send to this address a verification code. Press **Continue**.



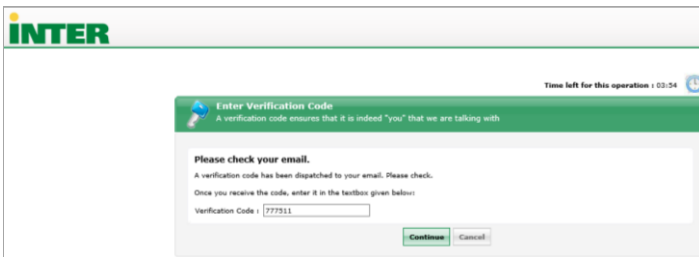
5. You will receive an email from **(adselfservice@auth.inter.edu)** identifying the verification code. See the following example:



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**.

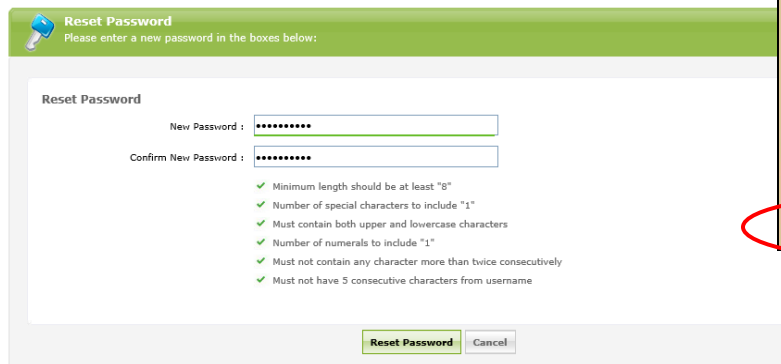


Authenticate Password on Blackboard

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.

