Overview

Since your ePrint password and Document Manager password are the same, you will follow the same steps to reset the password for both applications. Single sign on is not currently enabled for ePrint or Document Manager, so you will need to follow the steps below when changing your password.

If you know your password for ePrint/Document Manager, but wish to change it, please follow the steps below:

1. Log into Admin Pages and go to GUAPSWD

2. Enter your current ePrint/Document Manager password in the Oracle Password field highlighted in blue in the above image.
3. Create a new password and enter it in the New Oracle Password field and the Verify Password field highlighted in red in the above image. Follow the password standards listed below.

Password Standards:

- Must be minimum of 16 characters and a maximum of 30 characters
- Can, but does not have to, use mixed case, numbers, or special characters
- May be in a form of passphrase, e.g. “Ihave2Saluk1Dawgs!”
- Special characters NOT allowed: @&(),<'>=# and a space
- Password expires every 365 days
4. Save.
5. **YOU MUST LOG OUT** of Admin Pages in order for changes to take effect. To log out of Admin Pages you can click the sign out button circled in red in the below image, or hit CTRL + SHIFT+ 

** If you just go to another page without logging out you will see the message below. Ignore this message. You still need to log completely out of Admin Pages for the changes to take effect.
If you do NOT know your password for ePrint/Document Manager follow the steps below:

1. Go to SIS Home Page [https://oit.siu.edu/sis/](https://oit.siu.edu/sis/)
2. Click on Password Reset for ePrint and Document Manager

3. Use your network ID and password to logon to Reset Page

4. On the next page click Reset Password. A temporary password will be sent to your email.
6. Log into Admin Pages and go to GUAPSWD

7. Enter the temporary password from your email in the Oracle Password field highlighted in blue in the above image.

8. Create a new password and enter it in the New Oracle Password field and the Verify Password field highlighted in red in the above image. Follow the password standards listed below.

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9. Save.

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