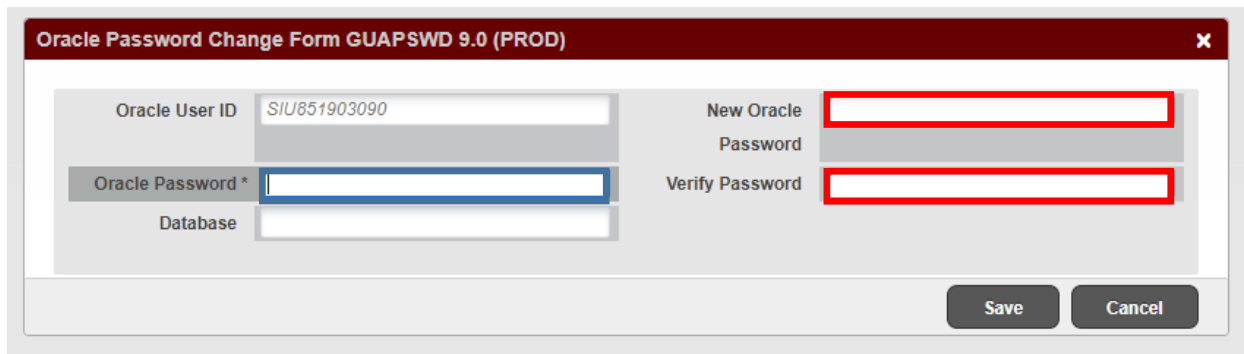


### Overview

Single sign on is not currently enabled for ePrint, so you will need to follow the steps below when changing your password.

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

1. Log into Admin Pages and go to GUAPSWD



The screenshot shows a web form titled "Oracle Password Change Form GUAPSWD 9.0 (PROD)". The form contains the following fields:

- Oracle User ID: SIU851903090
- Oracle Password \*: (highlighted with a blue border)
- Database: (empty)
- New Oracle Password: (highlighted with a red border)
- Verify Password: (highlighted with a red border)

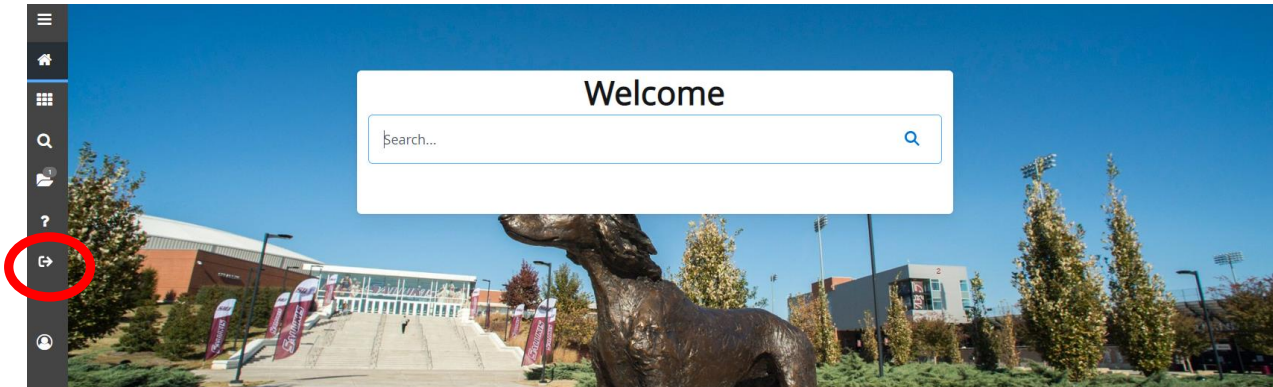
At the bottom right of the form are two buttons: "Save" and "Cancel".

2. Enter your current ePrint 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. Your new password must be at least 16 characters long, contain at least one upper-case letter, one lower-case letter, and one special character.
4. Click Save.

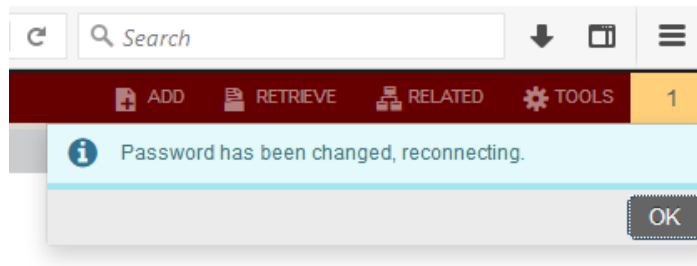
**Note:** If you receive the following error, please Ignore it. Your password is updated. This is due to a known defect from the vendor.



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+ F

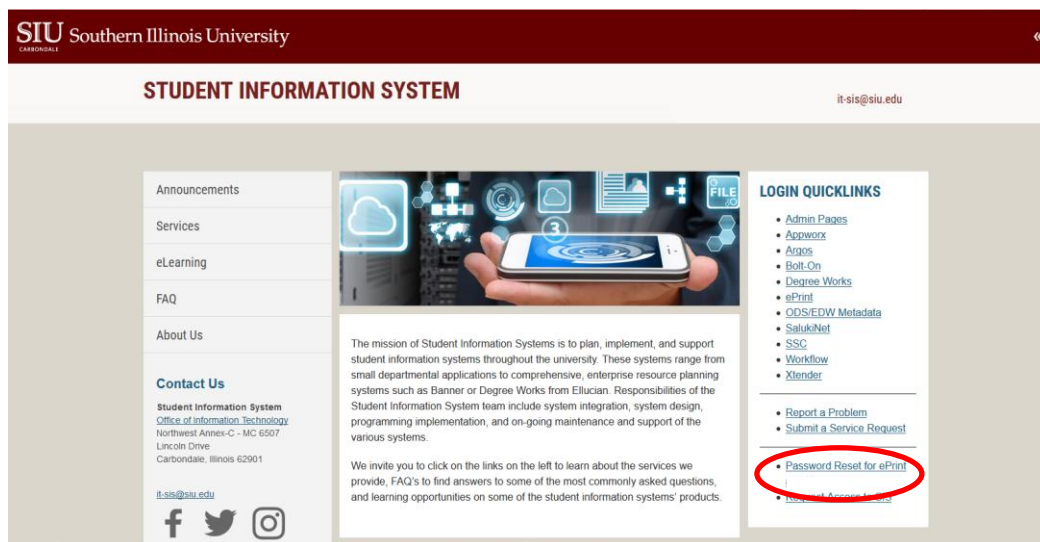


\*\* If you just go to another page without logging out you will see the message below. Ignore this message. You still need to log completely out of Admin Pages for the changes to take effect.



If you do NOT know your password for ePrint follow the steps below:

1. Go to SIS Home Page <https://oit.siu.edu/sis/>
2. Click on *Password Reset for ePrint*



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



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STUDENT INFORMATION SYSTEM

**Reset your ePrint : Password**

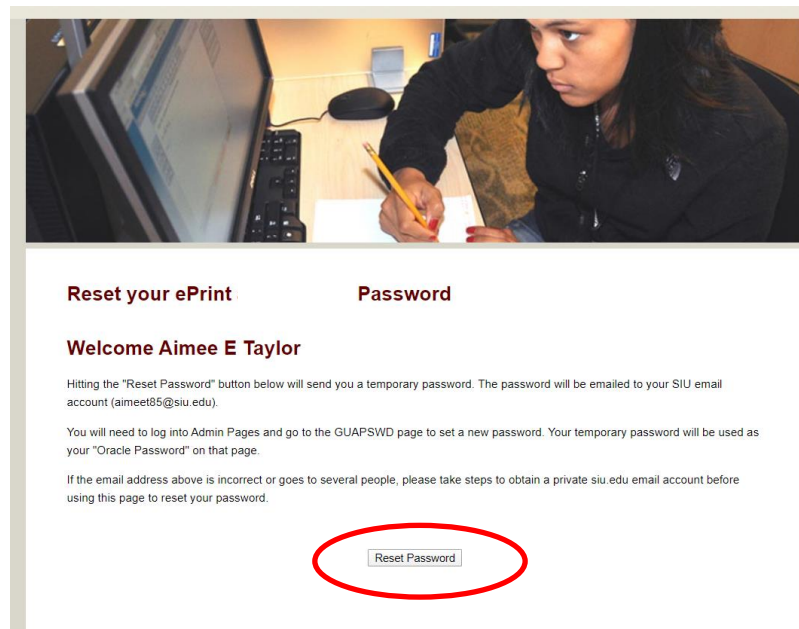
Please enter your Network ID(siu5#####) and network Password:

Network ID:

Password:

Logon

4. On the next page click Reset Password



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STUDENT INFORMATION SYSTEM

**Reset your ePrint : Password**

**Welcome Aimee E Taylor**

Hitting the "Reset Password" button below will send you a temporary password. The password will be emailed to your SIU email account (aimeet85@siu.edu).

You will need to log into Admin Pages and go to the GUAPSWD page to set a new password. Your temporary password will be used as your "Oracle Password" on that page.

If the email address above is incorrect or goes to several people, please take steps to obtain a private siu.edu email account before using this page to reset your password.

Reset Password

5. A temporary password will be sent to your email. Once you have received the temporary password follow the steps above for "If you know your password for ePrint ..."

Note: You will enter the temporary password from your email in the Oracle Password field on the GUAPSWD form.