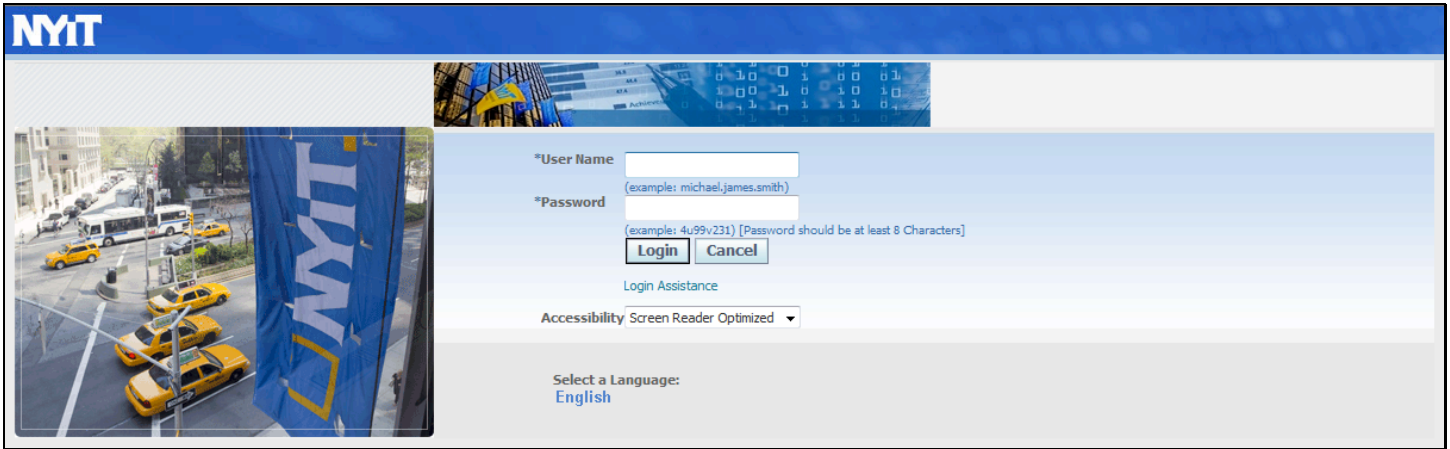


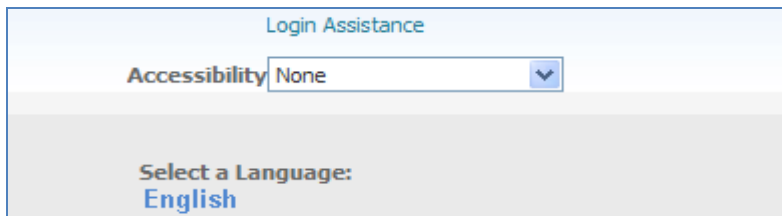
Resetting the Oracle Username and/or Password

Note: You can also use the same desk top icon or internet link that you always use for Oracle Production Application

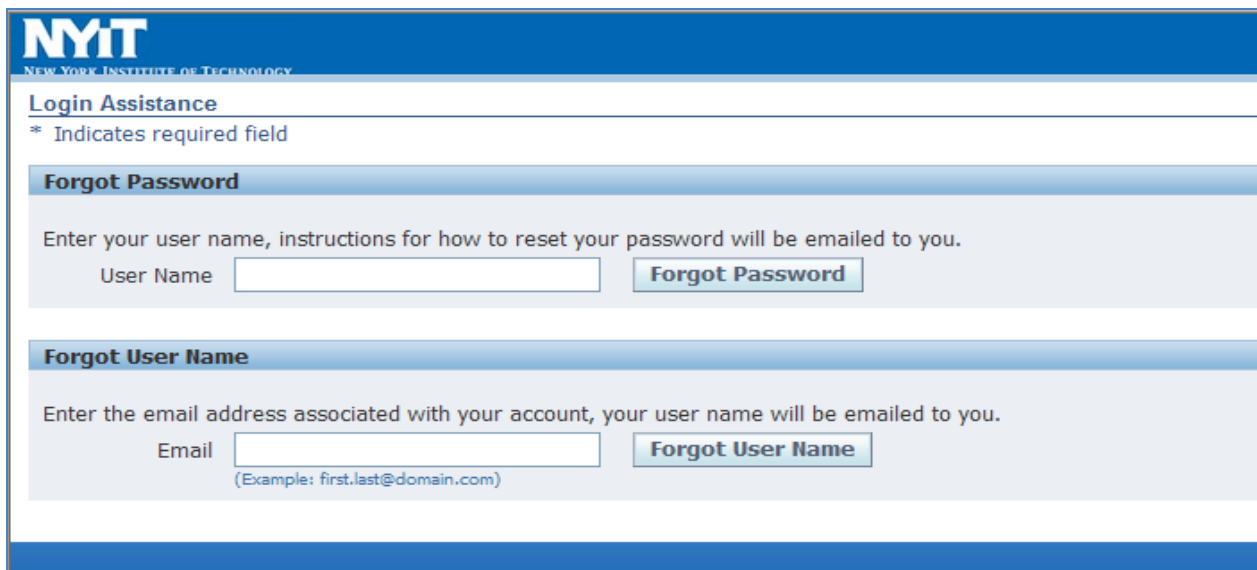
1. Open the following Oracle login page



2. Click on the link that says “Login Assistance” (see the sample screen below)



3. You will get a new page similar to the screen below

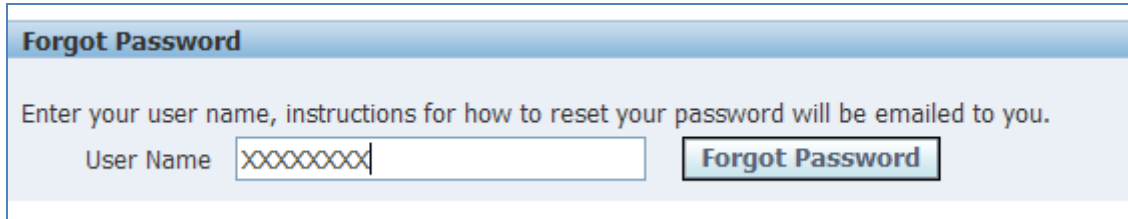


Notes:

- a. For instructions on “Forgot Password” – go to **Section B**
- b. For instructions on “Forgot User Name” – go to **Section C**

Section B:

1. If you forget your Password, fill in the “User Name” and click on the button “Forgot Password” (see the screen below)

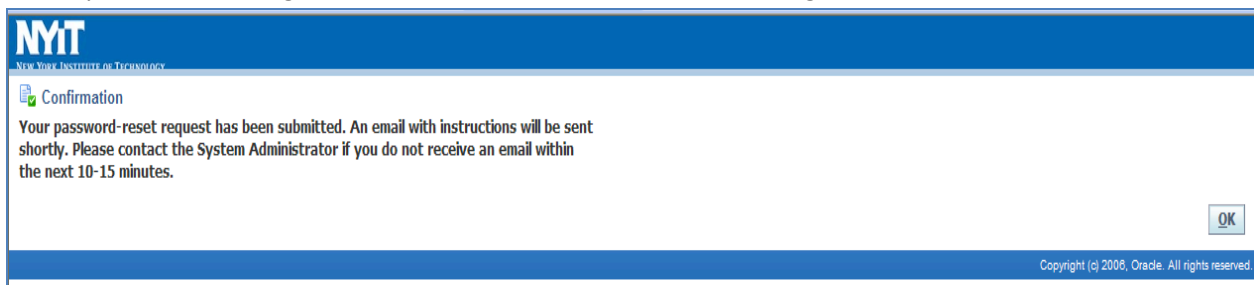


Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

When you click on “Forgot Password”, You will receive the following instruction:



NYIT
New York Institute of Technology

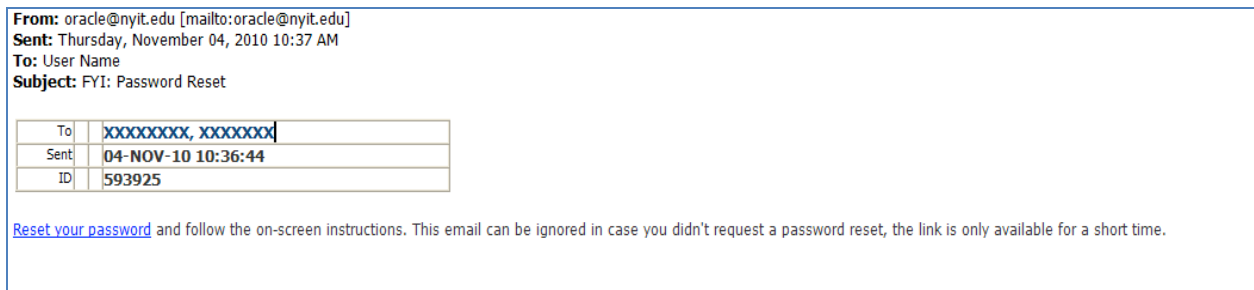
Confirmation

Your password-reset request has been submitted. An email with instructions will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

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If you click “OK” button, this will get you the “Login Page” from Section A - Step 1.

2. Within the next 15 minutes, you will receive an e-mail from oracle@nyit.edu with the following message:

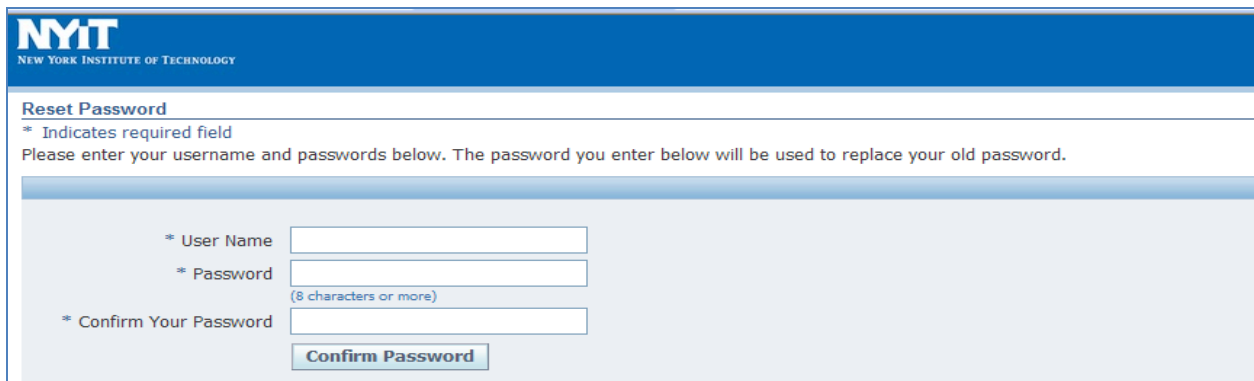


From: oracle@nyit.edu [mailto:oracle@nyit.edu]
Sent: Thursday, November 04, 2010 10:37 AM
To: User Name
Subject: FYI: Password Reset

To	XXXXXXXX, XXXXXXXX
Sent	04-NOV-10 10:36:44
ID	593925

[Reset your password](#) and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

3. From the e-mail, click the link that says “Reset your password” – it will show the following screen:



NYIT
NEW YORK INSTITUTE OF TECHNOLOGY

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password
(8 characters or more)

* Confirm Your Password

Notes:

- a. Enter your user name in the field “User Name” (this is your original user name)
- b. Enter a new password with 8 characters or more for the field “Password”

- c. Re-enter the same new password for the field "Confirm Your Password"
- d. Then, click on the button "Confirm Password"
- e. This will bring the "Login Page" as in step 1
- f. From here, you can use your user name and the new password to access the Application.

Section C:

1. If you forget your "User Name", fill in your NYIT Email and click on the button "Forgot User Name" (see the screen below)

Forgot User Name


Enter the email address associated with your account, your user name will be emailed to you.

Email

(Example: first.last@domain.com)

When you click on "Forgot User Name", You will receive the following instruction:

NYIT
New York Institute of Technology

 Confirmation

Your request to retrieve your username has been submitted. An email will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

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If you click "OK" button, this will get you the "Login Page" as in Section A - Step 1.

2. Within the next 15 minutes, you will receive an e-mail from oracle@nyit.edu with the following message:

From: oracle@nyit.edu [mailto:oracle@nyit.edu]
Sent: Thursday, November 04, 2010 11:06 AM
To: Ravichandran Krishnaswamy
Subject: FYI: User Name lookup

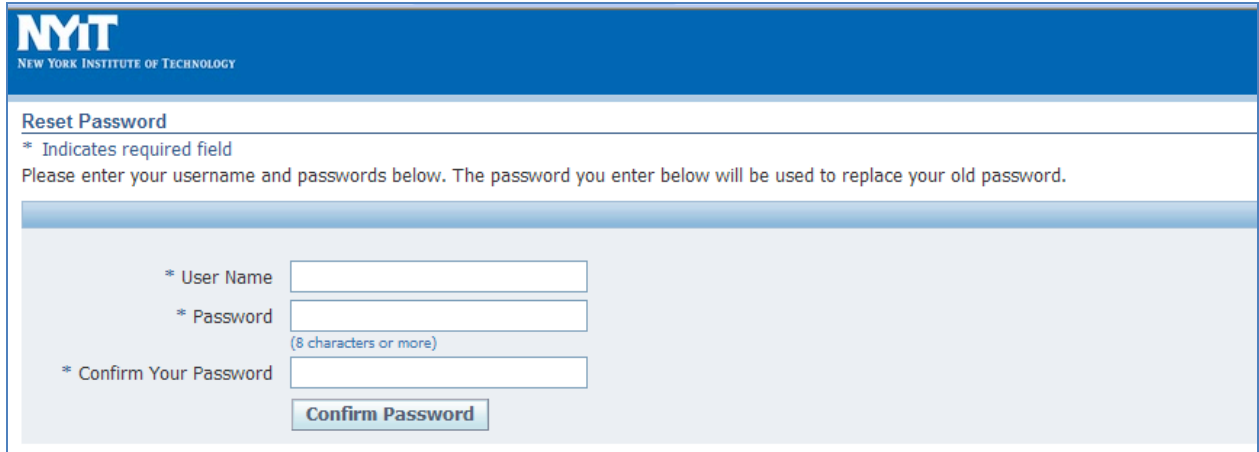
To:	XXXXXXXX, XXXXXXXX
Sent:	04-NOV-10 11:04:09
ID:	593942

The following user account is associated with your email address. You can now [login](#) or [reset your password](#). This email can be ignored in case you didn't submit the user name lookup request; the reset password link is only active for a short time.

Username: XXXXXXXX

Notes:

- a. You can find your user name from the e-mail and use the “Login” link or your regular “Login Page” to login with your user name.
- b. If you click on the link “Reset Your Password”, it will open the same page as before in Section B – Step 3 (same is shown below for your reference)



The screenshot shows the NYIT (New York Institute of Technology) Reset Password form. At the top left is the NYIT logo and the text "NEW YORK INSTITUTE OF TECHNOLOGY". Below this is the heading "Reset Password" and a note: "* Indicates required field". A paragraph of instructions reads: "Please enter your username and passwords below. The password you enter below will be used to replace your old password." The form contains three input fields: "* User Name", "* Password", and "* Confirm Your Password". The password field has a sub-note "(8 characters or more)". A "Confirm Password" button is located below the confirm password field.

Simply, follow the instructions as given in Section B – Step 3 to reset your password.

Please contact Service Central @ 1400 for any questions.