

# OUS Warehouse Change Password

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Users of OUS Warehouses are required to change the password on their database account every 180 days. This requirement is enforced at the database level – this means the Oracle password will expire, and the user will be unable to log in to the database until they have changed their password.

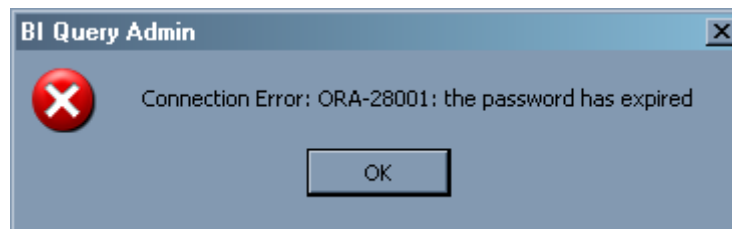
The Data Warehouse models which enforce password aging are:

- HR Datastore
- FIS
- BudMart
- BPP

These models use the CODW Database.

Users have a single account to access all models to which they have privileges. You will have only one username and password to manage, regardless of whether you use one or all of these models.

Most users access OUS warehouses using BI Query. When a user's password expires, BI Query passes along the Oracle message in a popup that looks similar to the image below. (Unfortunately, BI Query does not pass on the Oracle messages informing the user that the password will soon expire.)



## Password Guidelines

Passwords must adhere to the following guidelines:

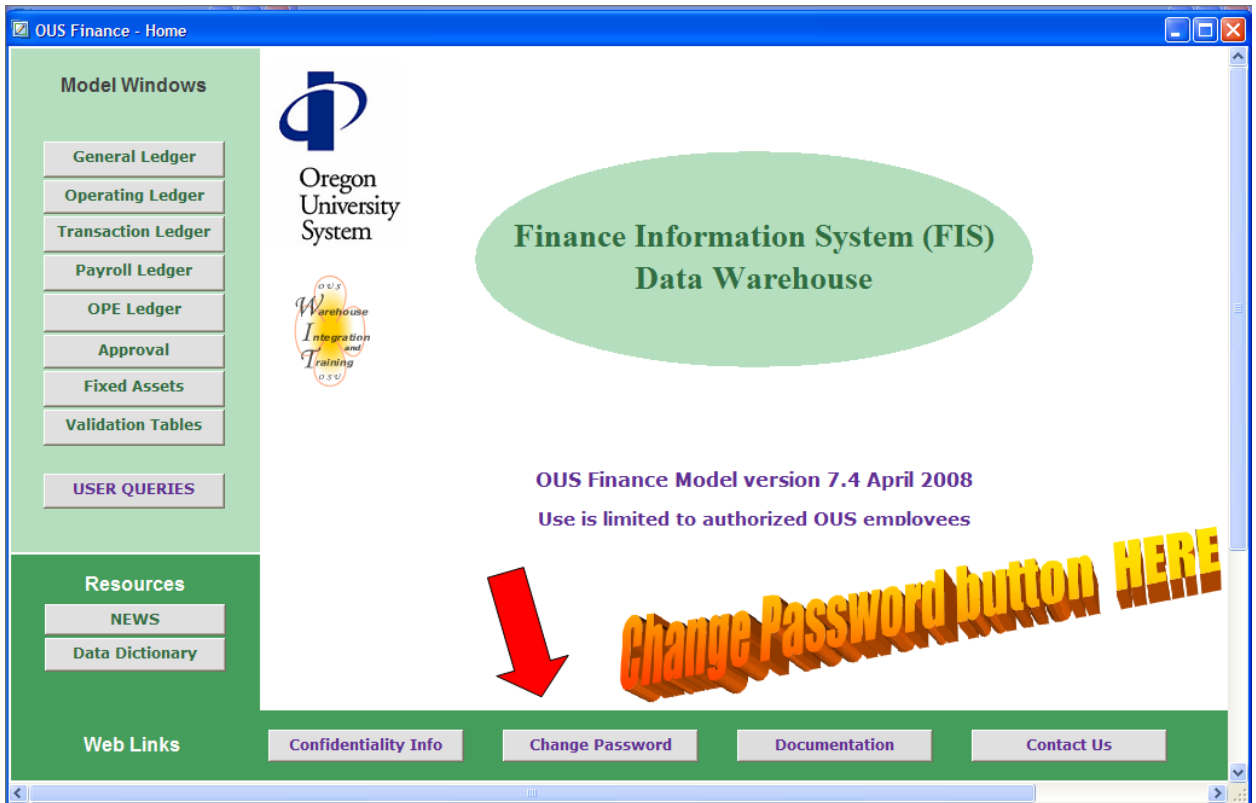
1. The password must contain at least 7 characters. It can include any letter, any digit, and the special characters "\_", "#", and "\$". A letter must be used as the first character of the password. That is, the password cannot begin with a digit or a special character. The other characters can be used after that.
2. There must be at least one digit (0-9) and at least one alphabetic character in the password.
3. You may not reuse a password that you have used before. (Oracle considers upper- and lower case letters to be the same. Therefore, the password 'try2Remember' will be considered the same as the password 'TRY2remember'.)
4. The password must differ by at least 3 characters from any password you have used before. (Again, remember that Oracle considers upper- and lower-case letters to be the same.)

After three (3) unsuccessful attempts to log in to Oracle or to change your current password, your account will be locked. The account will remain locked for approximately 15 minutes.

## **How to Access the Change Password Application**

Use the web-based Password Change Application to change your Warehouse password, whether expired or not. The application is available from the BI Query model home window, from the OUS Warehouse website, or by manually entering the URL. Follow these simple steps (detailed instructions follow in the next section):

1. Access the Password Change Application in a web browser. You can load the application by selecting the Change Password button on the home window in the BI Query Model. The button is in a similar position on all the BI Query models. Here is a screen shot from the FIS Model:



There is also a link to the application from the OUS Warehouse website  
<http://oregonstate.edu/dept/computing/warehouse/OUS/>

# OUS Data Warehouse

[OSU Home](#) » [Administrative and Enterprise Application Compu](#)

**Oregon University System Data Warehouse**

## Information Systems

- Budget Mart**
- Finance Data Warehouse**
- Human Resources Data Store - 5 Site**
- Human Resources Data Store - Aggregate Site**
- Space Utilization Data Mart**

## Resource Links

### General Information

- Getting Started & Step-by-Steps**
- Policies**



**Oregon University System Homepage**

**Link to Oregon State University Data Warehouse**

Search Here!

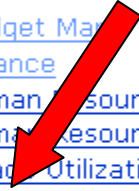
Limit results to this site.

## OUS Data Warehouse

The Oregon University System Data Warehouse contains information available in the OUS administrative data utilizes many data models optimized for data retrieval

The OUS Data Warehouse group supports five data

- [Budget Mart](#)
- [Finance](#)
- [Human Resources 5 Site](#)
- [Human Resources Aggregate Site](#)
- [Space Utilization Data Mart](#)



- Change Password
- Contact List
- Data Warehouse Bulletins
- Handouts & Manuals
- Minimum Computer Requirements

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Finally, you can paste the following URL directly into the address bar of your browser. You may add this link to your bookmarks if you wish.

[https://inb.ous.edu/ous\\_warehs](https://inb.ous.edu/ous_warehs)

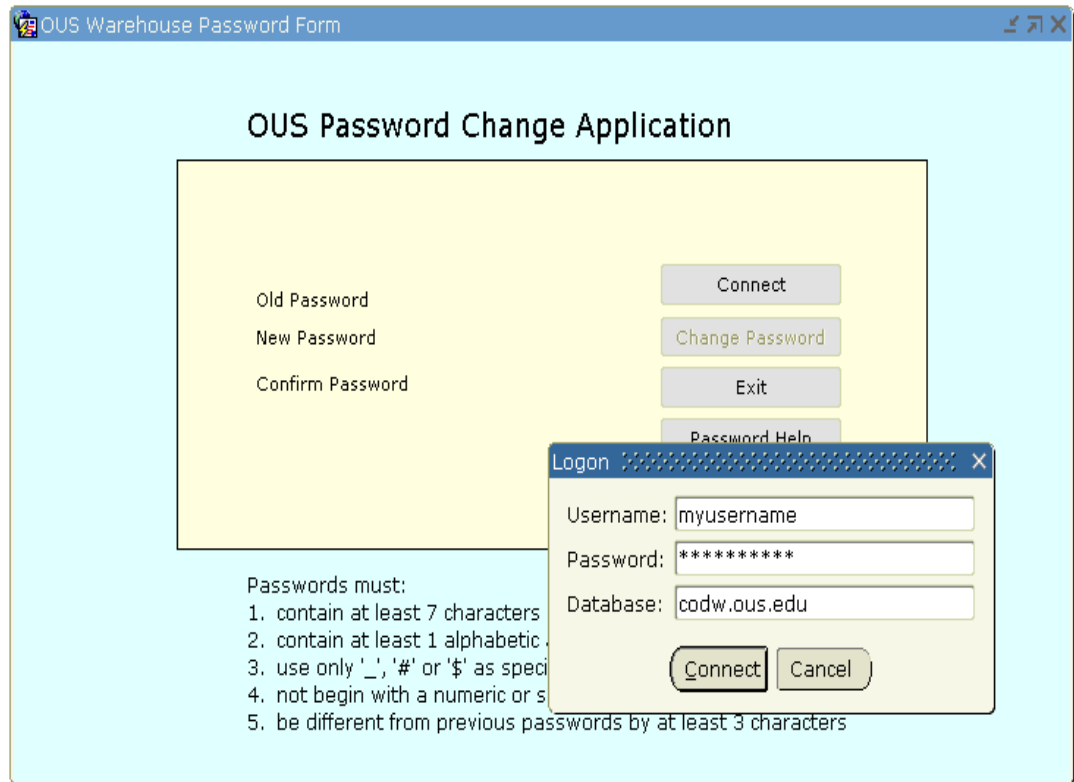
2. Connect to the application and fill in the fields as prompted.
  - a. If your password is expired, you will be prompted to change it. You will enter your old (expired) password, and then enter your new password twice.
  - b. If you are changing an unexpired password, you will connect to the application and complete the form provided.

## How to change an Expired Password

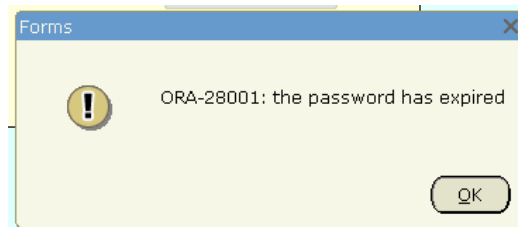
- a. Access the password change application by pressing the Change Password button in a BI Query model, or directly in a browser (Internet Explorer or Firefox) at [https://inb.ous.edu/ous\\_warehs](https://inb.ous.edu/ous_warehs)
- b. Press OK on the dialog window. Then press the Connect button on the form.

The image shows a screenshot of a web application interface. A light blue dialog box is overlaid on top of a yellow login form. The dialog box has a title bar that says "Forms" and contains a clipboard icon, the text "Press Connect, then enter your Username and current (or expired) Password.", and an "OK" button. The login form in the background has three text input fields labeled "Old Password", "New Password", and "Confirm Password". To the right of these fields are four buttons: "Connect", "Change Password", "Exit", and "Password Help". Below the form, there is a section titled "Passwords must:" followed by a list of five requirements: 1. contain at least 7 characters, 2. contain at least 1 alphabetic and 1 numeric character, 3. use only '\_', '#', or '\$' as special characters, 4. not begin with a numeric or special character, and 5. be different from previous passwords by at least 3 characters.

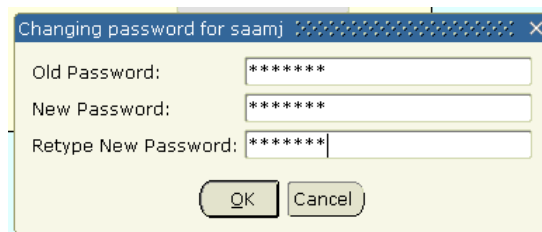
You will be presented with a login dialog box. Enter your username and (expired) password in the text fields. Do not change the Database field. Press Connect.



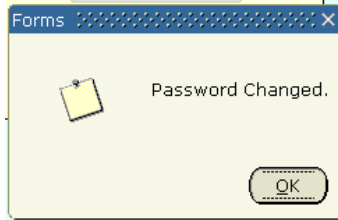
- c. You will receive a dialog box saying your password has expired. Press OK.



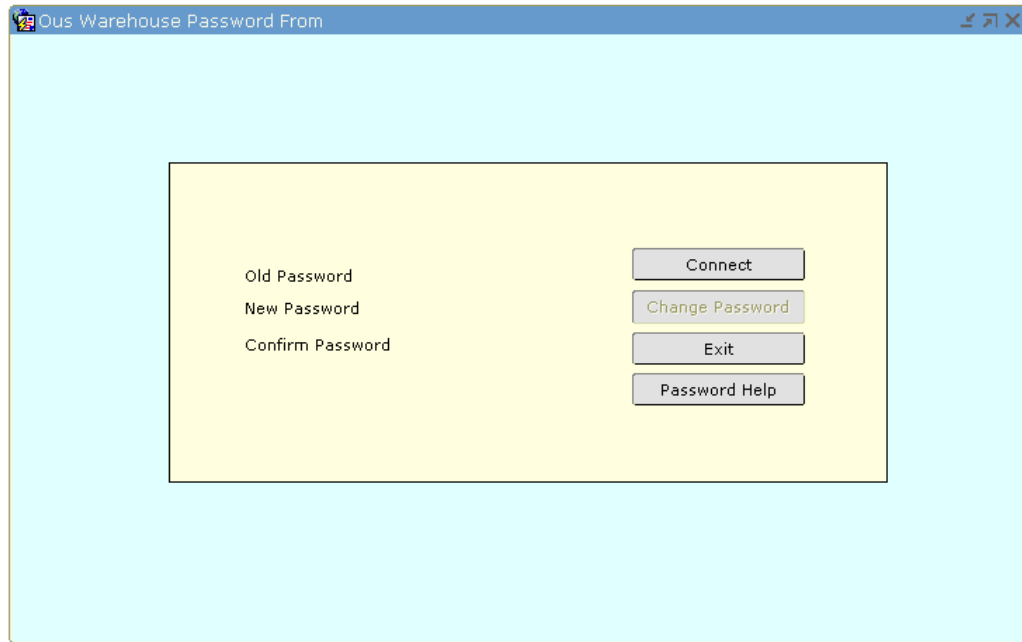
- d. In the “Changing password” dialog, enter old password and new password twice: once in the New Password field, once in the Retype New Password field.



- e. Press OK to change. Get message that password changed. Press OK in this window.



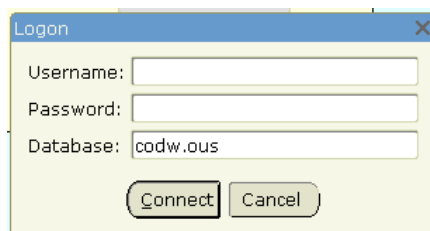
- f. Exit application by pressing the Exit button.



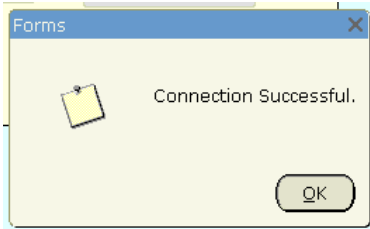
- g. You can now log in to Data Warehouse using BI Query.

## Changing a Currently Active Password

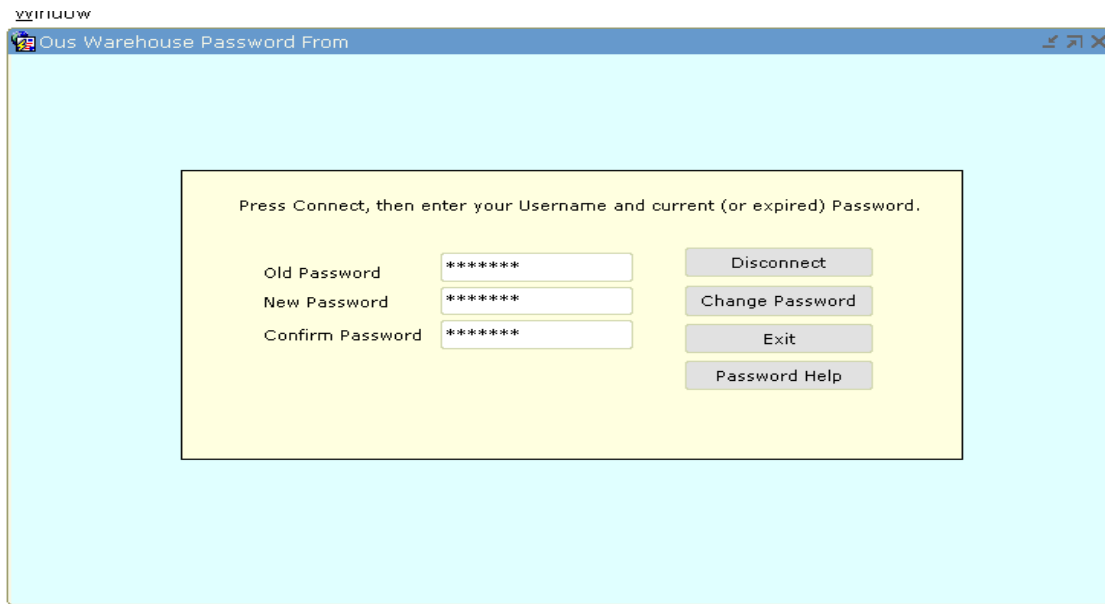
1. Access the password change application in a browser (Internet Explorer or Firefox) at [https://inb.ous.edu/ous\\_warehs](https://inb.ous.edu/ous_warehs)
2. Press Connect to access password change application. Log in using your current username/password.



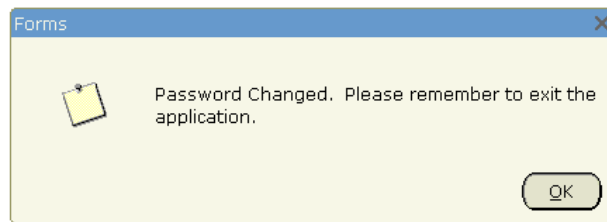
- When you have connected to the application, press OK.



- Once connected, complete the text fields on the form, then press Change Password:

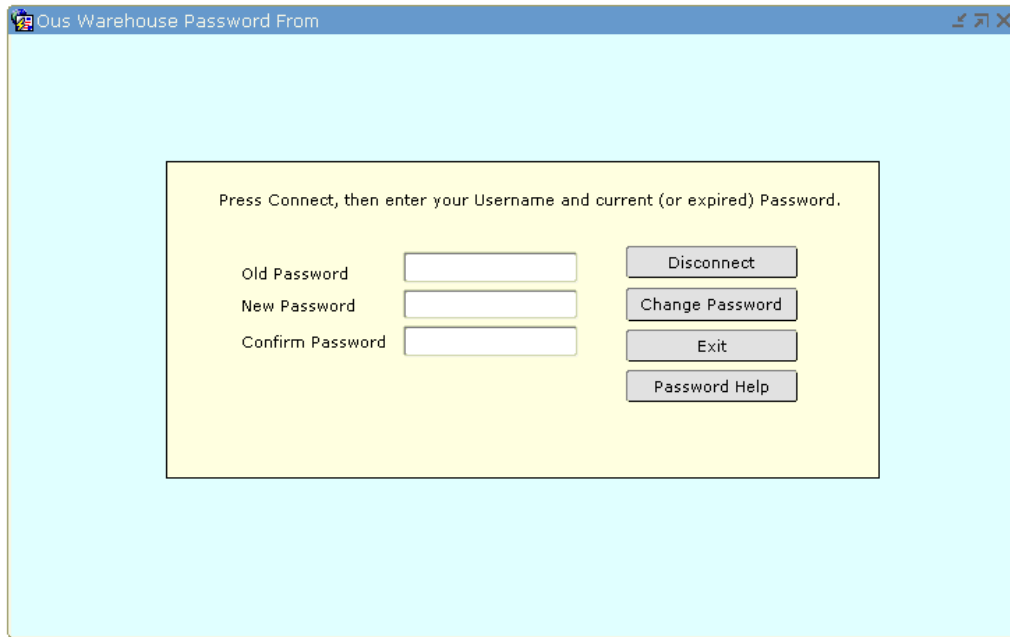


- Receive "Password Changed" message. Press OK.





6. Press Exit to leave application.



7. After exiting the application, you may close the blank internet browser window.
8. You may now log in to your Data Warehouse using BI Query.

## Forgotten Password?

Contact [BANNER-ACCESS@LISTS.OUS.EDU](mailto:BANNER-ACCESS@LISTS.OUS.EDU) to have your password reset.