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

![Oracle Login Page]

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

![Login Assistance Screen]

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

![Forgot Password and User Name Screens]

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 Screen]

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

![Confirmation Screen]

*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:

```plaintext
From: oracle@nyit.edu [mailto:oracle@nyit.edu]  
To: User Name  
Subject: FYI: Password Reset

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:

![Reset Password Screen]

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)

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

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:
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)

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

Please contact Service Central @ 1400 for any questions.