

BRIO: Banner RPT Password Reset

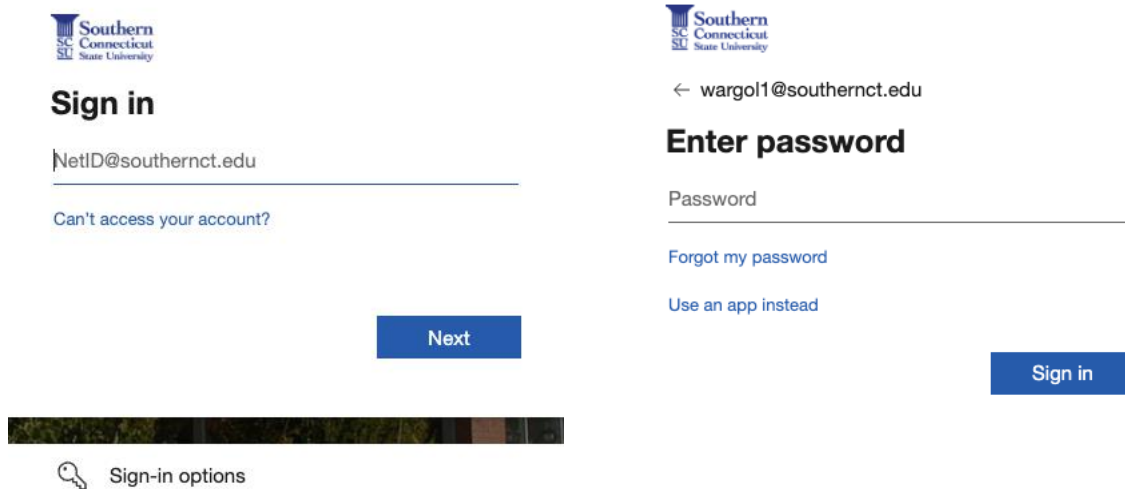
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Introduction

This guide will show how to reset your Banner RPT password, used for the BRIO application.

Resetting RPT Password

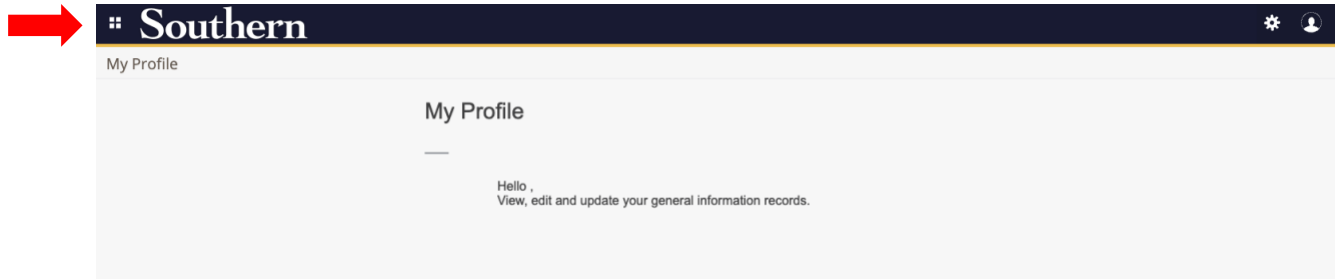
1. Open an internet browser and go to: MyApps.SouthernCT.edu
2. Sign in using your full SCSU email address and password. Authenticate your account if prompted.



3. Select the “Banner General” application to launch.



4. Select the tile icon in the upper, left-hand corner of the screen.



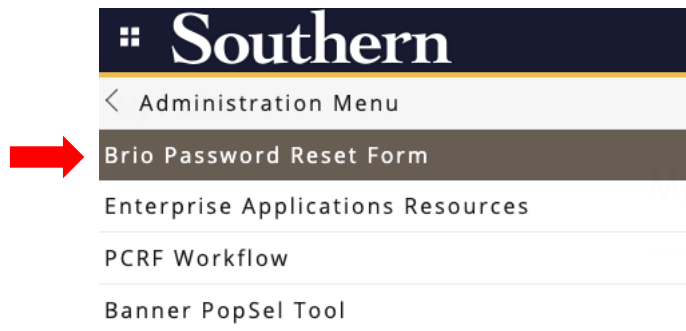
5. Select "Banner".



6. Select "Administration Menu".



7. Select "Brio Password Reset Form".



8. Select "Click here to request a new code". This code will be sent to your SCSU email.



Brio Password Reset Form

First Step!

Need a code? [Click here to request a new code.](#) 

9. Retrieve this code and enter in the box below "Authorization code". Enter a new password in the box below "Desired Password" and select "Change password".

Code generated and sent to your southernct.edu email.
If you do not receive the email after several minutes, check your Junk email folder or [click here](#) to view your Outlook settings and select option "Don't move email to my Junk email folder."

First Step!

Need a code? [Click here to request a new code.](#)

NOTE: Do not complete the following until you have received your code.

Authorization Code

This is a code sent to your southernct.edu email address. It will be valid for one day. You may use that code in the box below to authorize a password reset.



Desired Password

Your password will be changed to the value in this box. You will not be asked to reset your password when you login--you are selecting your actual password. To review the new password validation rules, click [here](#).



10. If the password does not meet the minimum requirements, you will be shown an error and have an opportunity to click on the validation rules. Enter a new password, following the guidelines provided, if needed.

Brio Password Reset Form

Code entered is VALID.

Password reset error: ERROR:-28003- ORA-28003: password verification for the specified password failed

[Click here to review the validation rules.](#)

11. When the new password is accepted, you will see a success message such as that shown below.

Brio Password Reset Form

New passwords must be of a length greater than 11 with at least one letter, one digit, and one special character (!%*+,-/:?_). They may not contain your username, reserved words (banner, oracle, etc), forbidden characters (@\$&"(),<>'=#), or your previous password.