

# Changing Your Oracle Password

## Your Oracle Password

Some people on campus are required to have an Oracle password to retrieve data from the Oracle server. Those who are Crystal Report Developers and Crystal Enterprise Users have the need for this Oracle password. This password is different than your Towson U LDAP password. However, like your Towson U password, you are required to change the Oracle password every 90 days. Unfortunately, you won't be prompted to change your password within Oracle.


### Password Requirements



- Need to change every 90 days, but you won't be prompted
- After 3 wrong password log on attempts your account will be locked out
- If you get a "Login Failed" error this could indicate that you need to change your password
- Passwords must be at least 8 characters long and have one alpha upper case character, one alpha lower case character, one numeric character and one symbol character
- When changing your password you need to change it for each database you log into, it is good practice to make it the same password for each database
- Your new password must have at least 3 characters that are different from your old password

## Changing Your Password

To change your password follow these steps:

1. Open up your internet browser.
2. In the URL type in <https://inside.towson.edu>.
3. Under **Computing and Technology** click on the **Change Your TowsonU Password** link.
4. Click on the **Click here** link and log in with your Towson U username and password.
5. Use the drop down arrow to select the your database.  
 (You will need to change your password for each database that you use, this password can be the same one for each database.)
6. Your username will be always be the same as your Towson U login and can't be changed
7. Type your new password into the **Input New Password** field and into the **Confirm New Password** field.
8. Click on **Press to Change Password**.