How to Reset ODS Password Instructions

NOTE: **Banner Finance Security is required to gain ODS access.**
Instructions to Request Banner Finance Security General Ledger Role

Step 1

 Go to ECU ITCS Service Request Systems

> https://ecu.teamdynamix.com/TDClient/Login.aspx?ReturnUrl=%2fTDClient%2fRequests%2fServiceCatalog%3fCategoryID%3d3655

- Enter "Pirate ID" and "Password"
- Click "Sign In"
- Under Services (6) ~ Click " Accounts and Passwords Support"
- Click "Submit a Ticket"
- Complete each required cell.
- In the Accounts & Password cell, select "Banner ODS"
- In the Description cell, type "RESET REPT/ODS PASSWORD"
- Click "Submit"

Step 2

Once you get the new password from ITCS
Go to https://ecubicapps.ecu.edu/oraclepwc/

- Select "ODSPRD" from the Database Name Dropdown
- Enter "Username" (PirateID)
- Enter "Old Password" (the password that ITCS has just created)
- Enter "New Password" (two times)
    - Password requirements include at least 15 characters
    - At least one special characters
        - Special characters allowed are! % * + - / : ? _
        - Special characters **NOT** allowed are @ $ & " ( ) , < > ` ; = #
- Click "Change Password"

Contact Penney Doughtie doughtiep@ecu.edu with questions related to ODS.