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)
  o Password requirements include at least 15 characters
  o At least one special character
    ▪ Special characters allowed are! % * + - / : ? _
    ▪ Special characters NOT allowed are @ $ & " ( ) , < > ` ; = #
• Click “Change Password”

Contact Chance Kornegay kornegayc@ecu.edu or Penney Doughtie doughtiep@ecu.edu with questions related to ODS.