Password Authenticate in Self Service (InterWeb) and Blackboard

**IMPORTANT NOTICE:** Effective June 2, 2019, students, faculty and employees who access the Banner InterWeb Services and the Blackboard platform, must authenticate a new password.

You only need to authenticate a new password on one of the two platforms (InterWeb or Blackboard). The same password can be used to access both platforms.

To authenticate or change your password in Banner-InterWeb AutoServices please follow the instructions below:

1. Choose **Forgot or Change My Password** option.

2. Choose **Reset Password** option.

3. In the **Reset Password** screen enter your identification number, example: **M00000000**. Then type the characters you see on the screen and press **Continue**.

4. Automatically the system presents the electronic address assigned by the University. The system will send to this address a verification code. Press **Continue**.
5. You will receive an email from [adselfservice@auth.inter.edu](mailto:adselfservice@auth.inter.edu) identifying the verification code. See the following example:

6. Enter the verification code you received with your email in the **Verification Code** field, and press **Continue**.

7. Enter your new password. This must comply with requirements that are listed on the screen. When assigning a password, the system indicates a check mark “√” aside of each requirement you have met. In addition, you must type the characters you see on the screen. Press **Reset Password**.

8. The system notifies you on the screen that your password was successfully reestablished.

9. You will receive an email indicating that you have successfully established your account. See the following example:

**Authenticate Password on Blackboard**

To create or change your password in **Blackboard**, access the following link:

https://pwdreset.inter.edu:9251/showLogin.cc

Follow steps 2 through 9 in this document.