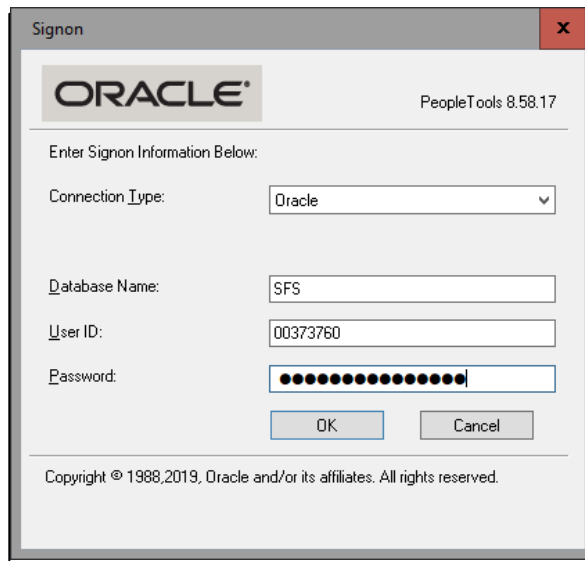




## How to Change Your SFS 9.2 Backdoor Password

*This Business Process Guide is designed to walk the end user through the process of updating an SFS backdoor password. Backdoor authentication is commonly used for nVision client access. Note: Backdoor passwords expire every 6 months.*

If you attempt to log in to nVision and receive the following message or authentication error message, you may need to reset your backdoor password.



Signon

ORACLE® PeopleTools 8.58.17

Enter Signon Information Below:

Connection Type: Oracle

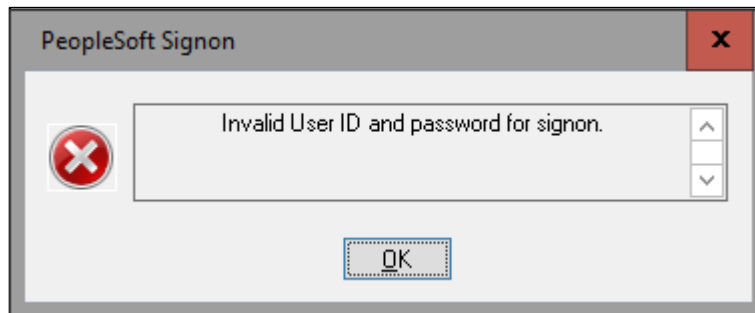
Database Name: SFS

User ID: 00373760

Password: [Masked]

OK Cancel

Copyright © 1988,2019, Oracle and/or its affiliates. All rights reserved.



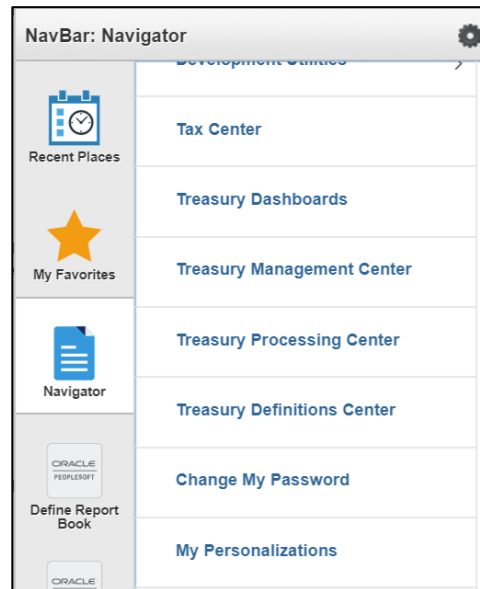
PeopleSoft Signon

Invalid User ID and password for signon.

OK

To change or update your password, log in to PeopleSoft as you normally would. Then Navigate to the menu to Change My Password.

## University of Wisconsin System SFS Business Process How to Change a Backdoor Password in SFS 9.2



Enter your previous Password and then enter a new password:

### Change Password

User ID 00913865

NIEBANCK,MIKE-Consultant

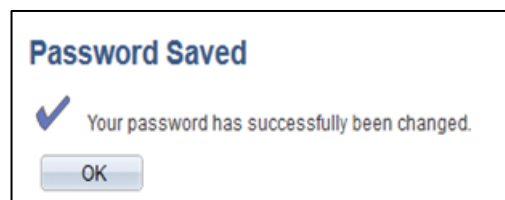
\*Current Password

\*New Password

\*Confirm Password

Your new password must contain 1 special character, 1 digit and be 12 characters or greater in length.

After you enter your new password in twice, click the Change Password button and then you should see a message that your password was successfully changed.





**University of Wisconsin System**  
**SFS Business Process**  
**How to Change a Backdoor Password in SFS 9.2**

If you continue to have problems and cannot update your password, please **email** [uwsaproblemsolvers@uwsa.edu](mailto:uwsaproblemsolvers@uwsa.edu) to request that your backdoor password be reset.