Changing your WebXtender password

There are two ways to change your WebXtender password.

1. **To synchronize your password to your University password:**

   Log into Banner.

   Click on icon 🕵️‍♂️ **BDMS- Display Document.** It is that looks like a magnifying glass on the toolbar near the center of your window.

   You will get the following message:

   ![Message from SCT Banner](image)

   Your BXS password has been automatically synchronized with your Banner password. You must use your Banner password if you wish to access AX/WX directly.

   Please note it is not required that your WebXtender password and University password are the same. It is just an option for your convenience.

2. **To change your password manually in WebXtender:**

3. Right click on database name, PROD. Then left click on

   ![Change Password](image)
Enter current password and new password (2 times). Then click on OK.

You will receive confirmation stating New Password Set.