**Password Reset**

**Overview**

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| **Trigger:** | Password Reset for a User | | |
| **Special Permissions:** | SYS Admin | **Responsible Team:** | DB Team |
| **Config. Item:** | Database | **KB Reference:** | KB# |

**Instructions**

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| **Step #** | **Information** |
| 1. | Log in to the server (Host) as the Oracle Database Software owner user. |
| 2. | Set the ORACLE\_HOME and ORACLE\_SID environment variables. |
| 3. | Start SQL\*Plus and log in as SYSDBA user using ‘sqlplus / as sysdba’. |
| 4. | To Unlock an Account in a DB  ALTER USER account ACCOUNT UNLOCK; |
| 5. | To Reset Password for a User  ALTER USER user\_name IDENTIFIED BY new\_password;  **Note:** If you unlock an account but do not reset the password, then the password remains expired. The first time someone connects as that user, they must change the user's password. |
| 6. | After Password reset, test the Database connection with user\_name, new\_password and verify the status. |

**Document Control**

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| Revision History | | | | |
| Version | **Date** | **Author** | **Title & Company** | **Description** |
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