To change your password, you must first login to Oracle Enterprise Performance Management (EPM).

After you’ve logged in, go to the personal pages by clicking on My Personal Page located in the Quick Links box. (Figure 1).

Figure 1
Next, you’ll notice a utility icon towards the bottom of the personal page. To change your Data Warehouse password (the password that is part of your portal login), click on the padlock icon under **Utility - Change Your Password** (Figure 2).

**Figure 2**

![Figure 2](image1)

**Figure 3**

![Figure 3](image2)
After you’ve clicked on the icon, a form will appear (Figure 3). Complete all fields on the form and then click the **Change Database Password** button.

*Old passwords may not be reused.*

After you’ve clicked the **Change Password** button, you’ll see a message confirming that your password has been changed (Figure 4). Next, click OK, exit the portal, and login again with your new password. **It is necessary to exit and login again after changing your password because dashboards and BQYs that process on-the-fly retain your old password and may return erroneous data. Do not attempt to view or process dashboards or BQYs until you exit the portal and login with your new password.**

**Figure 4**

![Password Change Sent](image)

If you need further assistance, please contact Data Warehouse support at iacs-dw-sup-l@lists.rpi.edu.