Data Warehouse Services

Data Warehouse Tip Sheet

Changing Your Data Warehouse Password

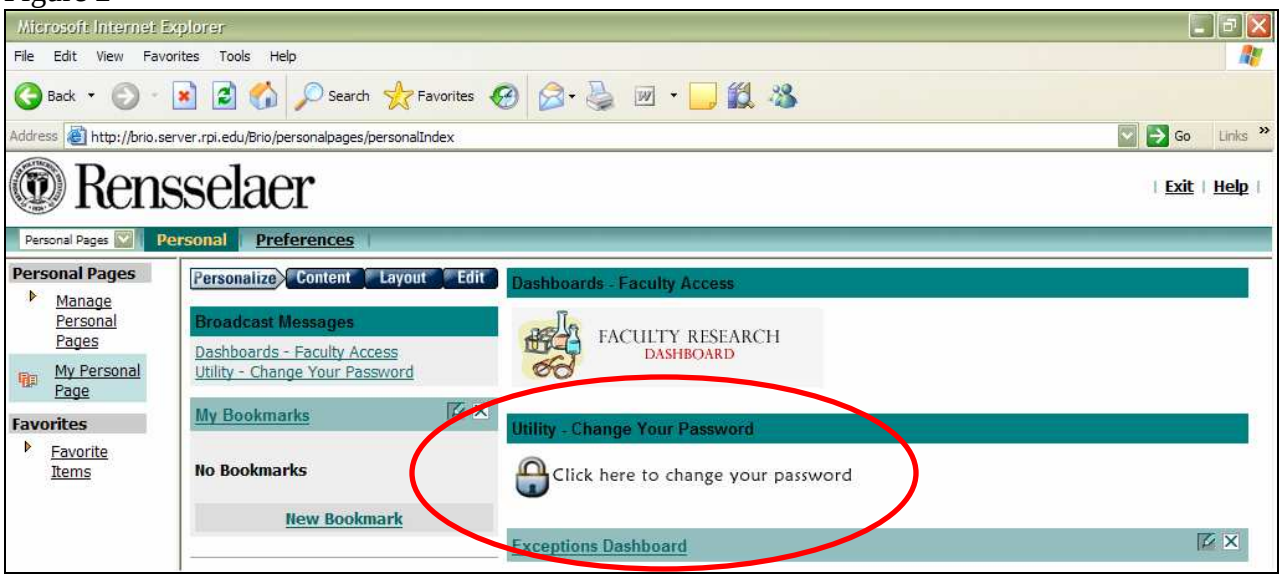
To change your password, you must first login to the Hyperion (Brio) Portal.

After you've logged in, go to the personal pages by selecting **Personal Pages** from the pull-down menu beneath the Rensselaer logo on the top-left portion of the screen (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).

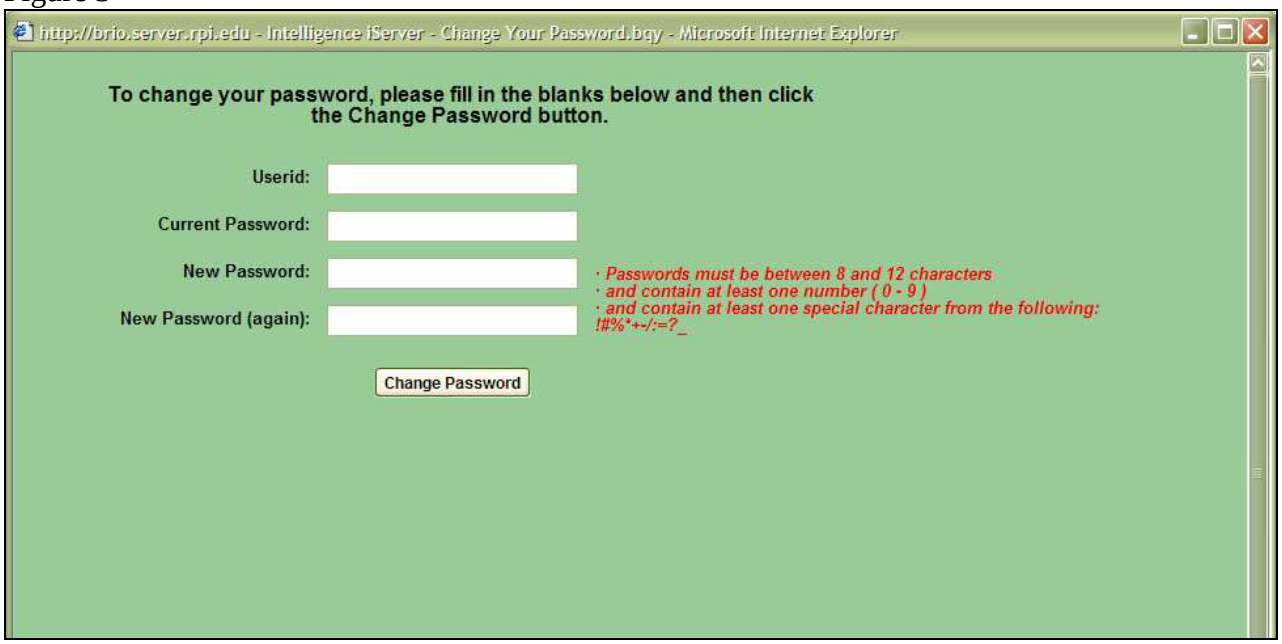
Figure 2



After you've clicked on the icon, a form will appear (Figure 3). Complete all fields on the form and then click the **Change Password** button. Passwords must be between 8 and 12 characters in length. In addition, passwords must contain at least one number (0 – 9) and contain at least one special character from the following list: ! # % * + - / : = ? _

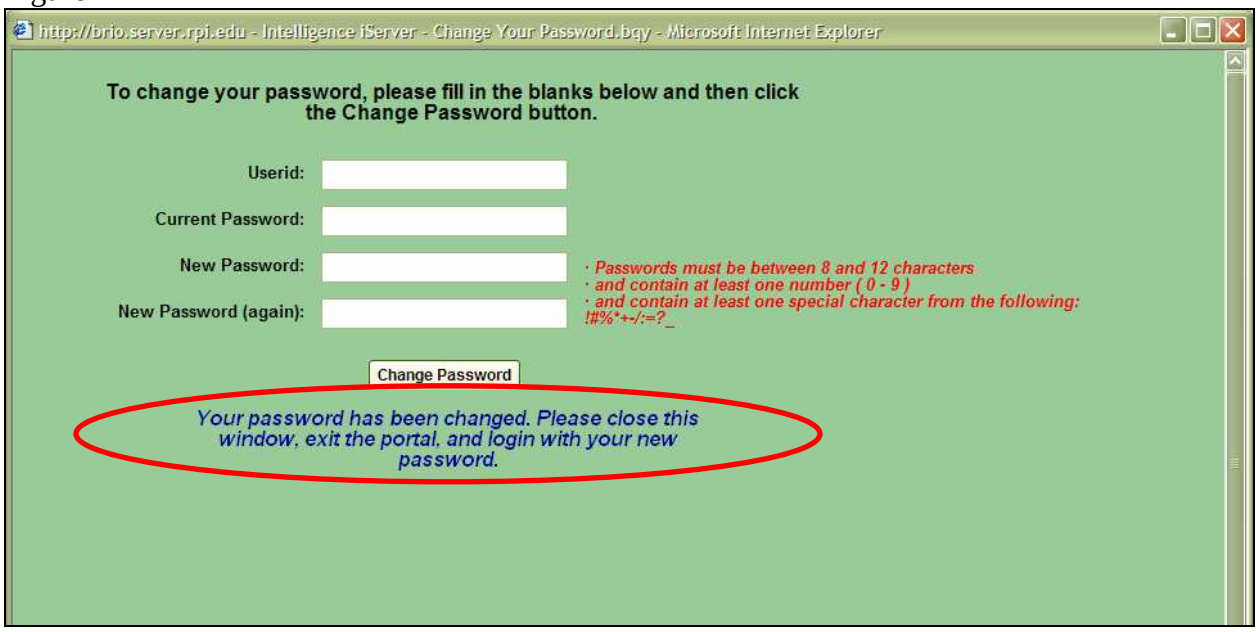
Old passwords may not be reused.

Figure 3



After you've clicked the **Change Password** button, you'll see a message confirming that your password has been changed (Figure 4). Next, close the password form window, 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



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