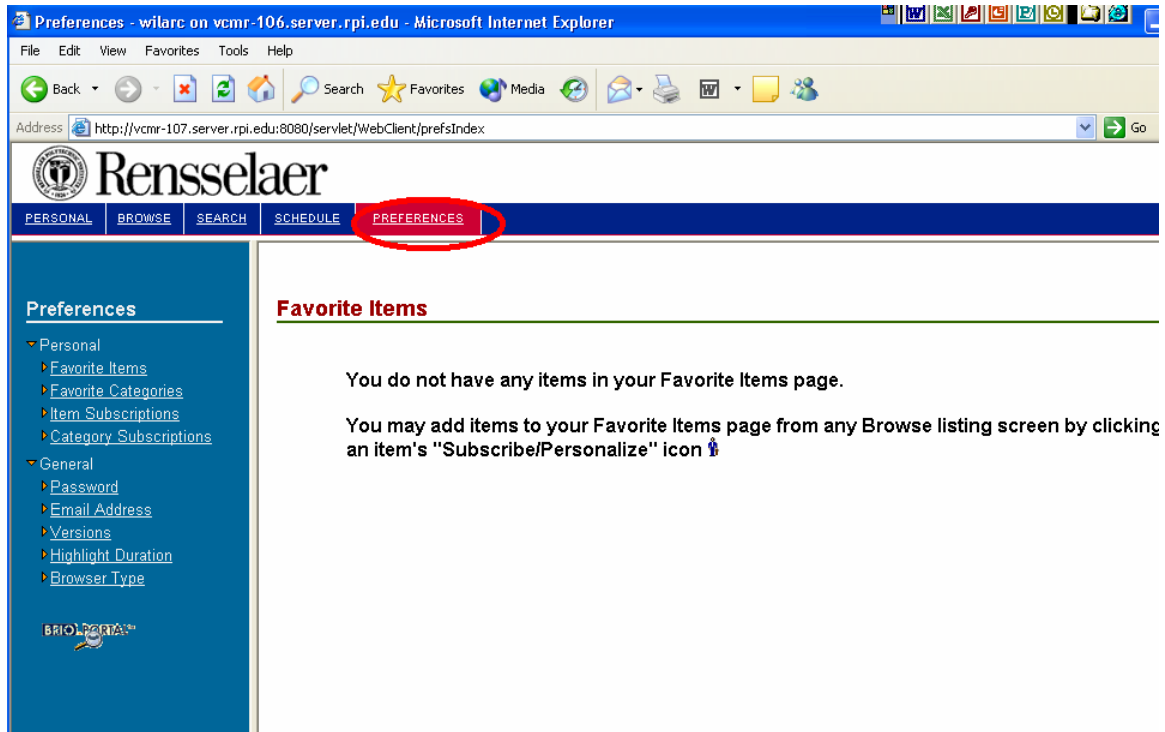


## Changing Your Brio Portal Password

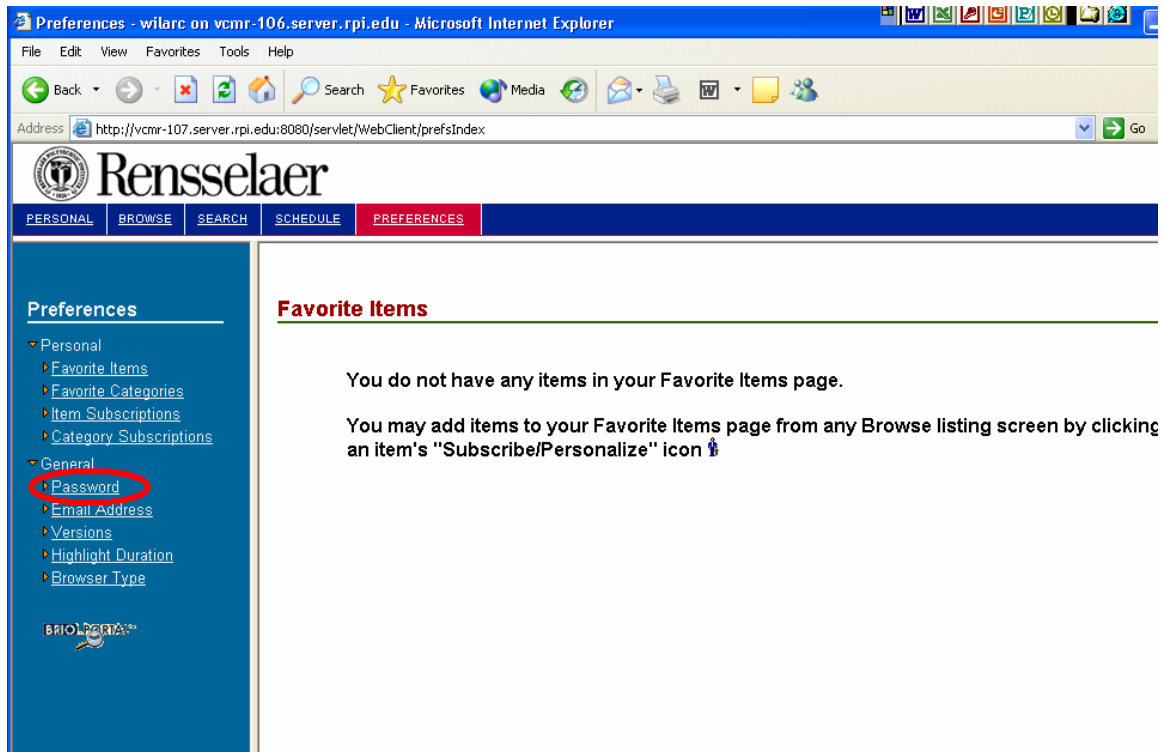
To change your Brio Portal password, please perform the following 4 steps:

1. After logging in to Brio Portal, click the **PREFERENCES** tab:



The screenshot shows a Microsoft Internet Explorer browser window displaying the Brio Portal Preferences page. The address bar shows the URL: <http://vcmr-107.server.rpi.edu:8080/servlet/WebClient/prefsIndex>. The page features a navigation bar with tabs for PERSONAL, BROWSE, SEARCH, SCHEDULE, and PREFERENCES. The PREFERENCES tab is highlighted with a red oval. Below the navigation bar, the page is divided into two main sections. On the left is a blue sidebar titled "Preferences" containing a tree view of settings: Personal (Favorite Items, Favorite Categories, Item Subscriptions, Category Subscriptions) and General (Password, Email Address, Versions, Highlight Duration, Browser Type). On the right is the main content area titled "Favorite Items" with a green horizontal line. The text in this area reads: "You do not have any items in your Favorite Items page. You may add items to your Favorite Items page from any Browse listing screen by clicking an item's 'Subscribe/Personalize' icon".


2. On the Preferences catalog pane, click **Password**:



The screenshot shows a Microsoft Internet Explorer browser window displaying the Rensselaer web interface. The address bar shows the URL: <http://vcmr-107.server.rpi.edu:8080/servlet/WebClient/prefsIndex>. The page features a navigation menu with tabs for PERSONAL, BROWSE, SEARCH, SCHEDULE, and PREFERENCES. The PREFERENCES tab is active. On the left, a 'Preferences' sidebar lists various settings under 'Personal' and 'General'. The 'Password' option under 'General' is circled in red. The main content area is titled 'Favorite Items' and contains the following text:

**Favorite Items**

You do not have any items in your Favorite Items page.

You may add items to your Favorite Items page from any Browse listing screen by clicking an item's "Subscribe/Personalize" icon 

The **PASSWORD** prompt appears.

3. Complete the fields in the **PASSWORD** prompt and click **Save**.  
(Note: Brio Portal passwords must be a minimum of 5 characters in length.)

Preferences - wilarc on vcmr-106.server.rpi.edu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address http://vcmr-107.server.rpi.edu:8080/servlet/WebClient/prefsIndex

**Rensselaer**

PERSONAL BROWSE SEARCH SCHEDULE PREFERENCES

**Preferences**

- Personal
  - Favorite Items
  - Favorite Categories
  - Item Subscriptions
  - Category Subscriptions
- General
  - Password
  - Email Address
  - Versions
  - Highlight Duration
  - Browser Type

**BRIO PORTAL**

**Password**

Please supply the password for your **wilarc** account, and then enter the new password twice.  
(Note: Brio Portal passwords must be a minimum of 5 characters in length.)

Current Password:

New Password:

Confirm New Password:

Save Reset

4. Exit Brio Portal by closing your browser windows. (Note: You must exit your browser windows and login to Brio Portal again for the password change to take full effect.)