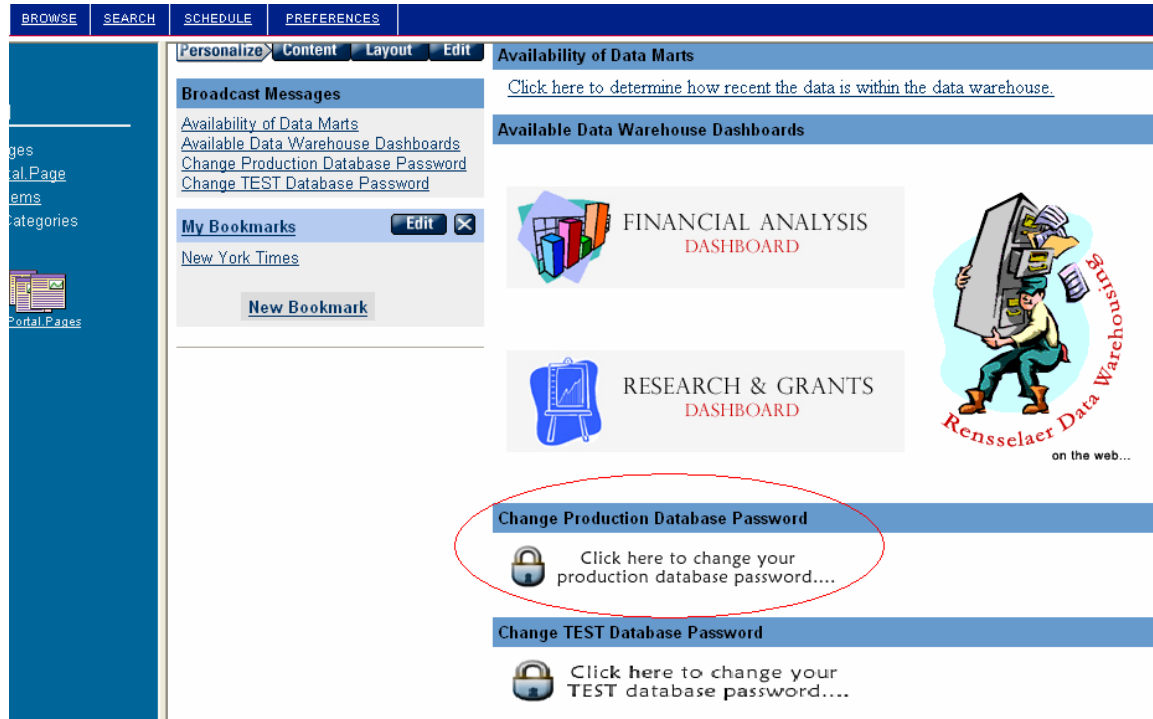


Changing Your Production Database Password

To change your production database password, please perform the following steps:

1. After logging in to Brio Portal, click on the **Change Production Database Password** icon:



The screenshot displays the Brio Portal interface. At the top, there are navigation tabs: BROWSE, SEARCH, SCHEDULE, and PREFERENCES. Below these are sub-tabs: Personalize, Content, Layout, and Edit. The main content area is divided into several sections:

- Availability of Data Marts:** Includes a link to determine data recency.
- Available Data Warehouse Dashboards:** Features two dashboard tiles: "FINANCIAL ANALYSIS DASHBOARD" and "RESEARCH & GRANTS DASHBOARD".
- Change Production Database Password:** This section is circled in red and contains a lock icon and the text "Click here to change your production database password...."
- Change TEST Database Password:** Contains a lock icon and the text "Click here to change your TEST database password...."

On the left side, there is a sidebar with a "Personalize" menu containing links for "Availability of Data Marts", "Available Data Warehouse Dashboards", "Change Production Database Password", and "Change TEST Database Password". Below this is a "My Bookmarks" section with an "Edit" button and a "New Bookmark" button.

The **Change Database Password** dialog box should appear. If it does not appear, you may need to reinstall your Brio Insight plug-in. Contact the Data Warehouse group for assistance via the iacs-dw-sup-1@lists.rpi.edu email list.

2. Complete the fields in the Change Database Password dialog box and click **Change Database Password** (Note: Database passwords must begin with a letter and may contain only letters and numbers).

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://vcnr-107.server.rpi.edu:8080/servlet/WebClient/Main>

Rensselaer

PERSONAL BROWSE SEARCH SCHEDULE PREFERENCES

Personal

- Portal Pages
 - My Portal Page
 - Favorite Items
 - Favorite Categories
- My Portal Pages

To change your database password, please fill in the blanks below and click the Change Database Password button.

Database Userid:

Current Database Password:

New Database Password:

New Database Password (again):

Database passwords must begin with a letter and may contain only letters and numbers.

Your **Production** database password has been changed.