

Changing Your TEST Database Password

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

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

The screenshot displays the Brio Portal user interface. At the top, there is a navigation bar with tabs for BROWSE, SEARCH, SCHEDULE, and PREFERENCES. Below this, a personalized dashboard is visible with sections for Broadcast Messages, My Bookmarks, and Availability of Data Marts. The 'Change TEST Database Password' link is highlighted with a red circle. To the right of the main content area, there are two dashboard tiles: 'FINANCIAL ANALYSIS DASHBOARD' and 'RESEARCH & GRANTS DASHBOARD'. A cartoon character is also present, holding a large document labeled 'Rensselaer Data Warehouse'.

The **Change TEST 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 TEST Database Password dialog box and click **Change TEST Database Password** (Note: Database passwords must begin with a letter and may contain only letters and numbers).

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Back Forward Stop Home Search Favorites Media Print Mail

Address <http://vcmr-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 TEST database password, please fill in the blanks below and click the Change TEST Database Password button.

TEST Database Userid:

Current TEST Database Password:

New TEST Database Password:

New TEST Database Password (again):

Change TEST Database Password

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

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