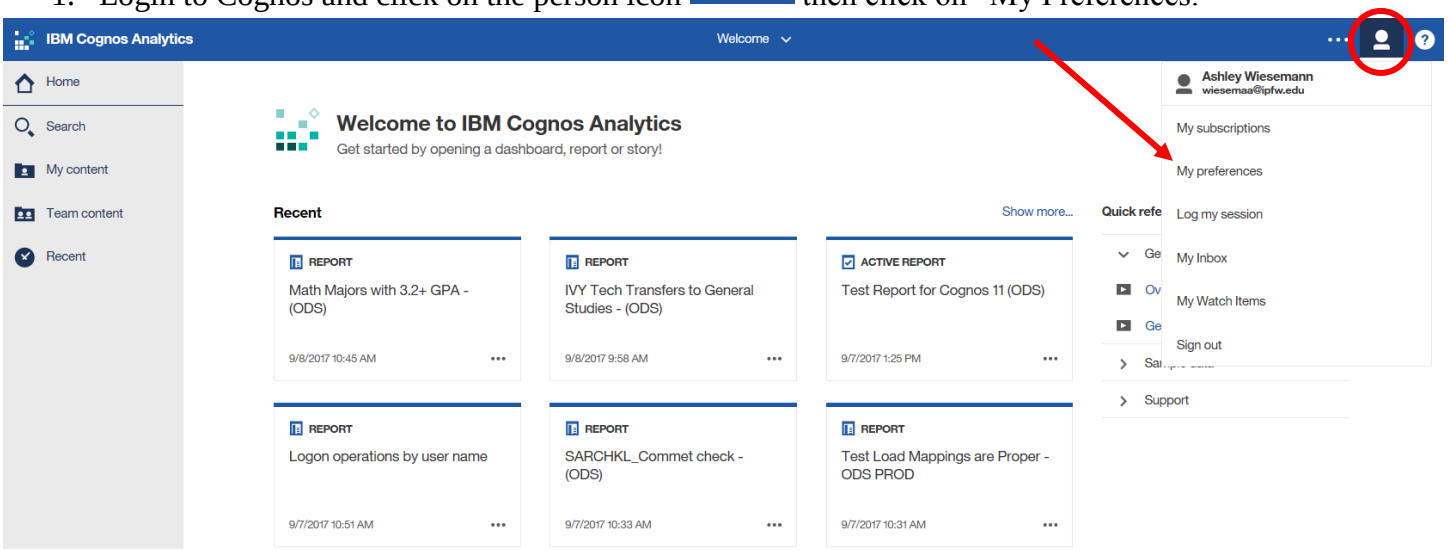
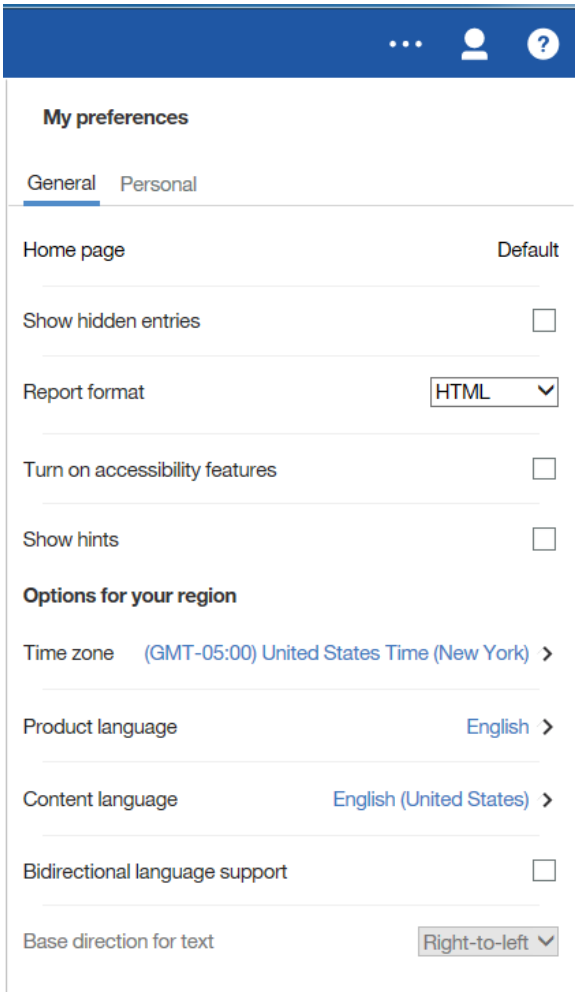
Renewing your Credentials in Cognos after changing your network password.

Note: This must be done in order for any Scheduled Reports to run on a daily, weekly or monthly basis.

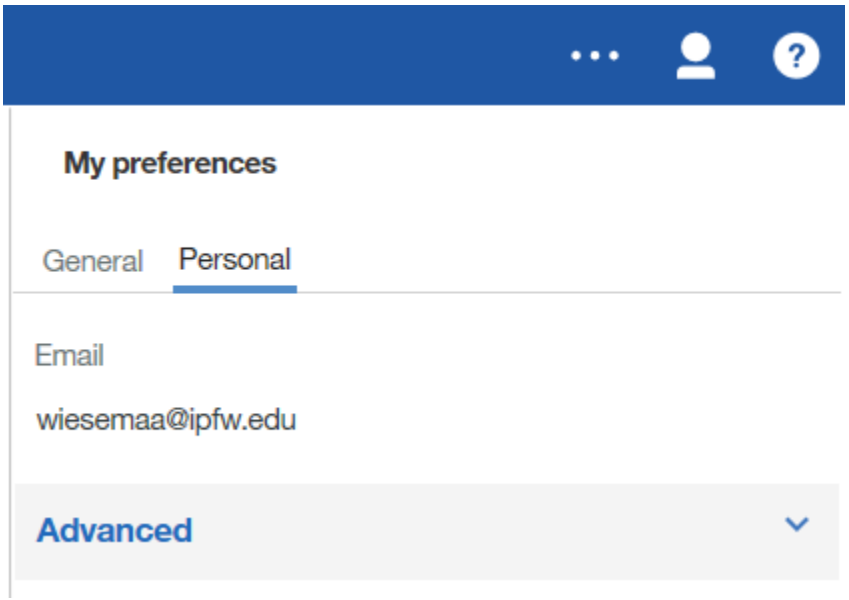
1. Login to Cognos and click on the person icon then click on "My Preferences."



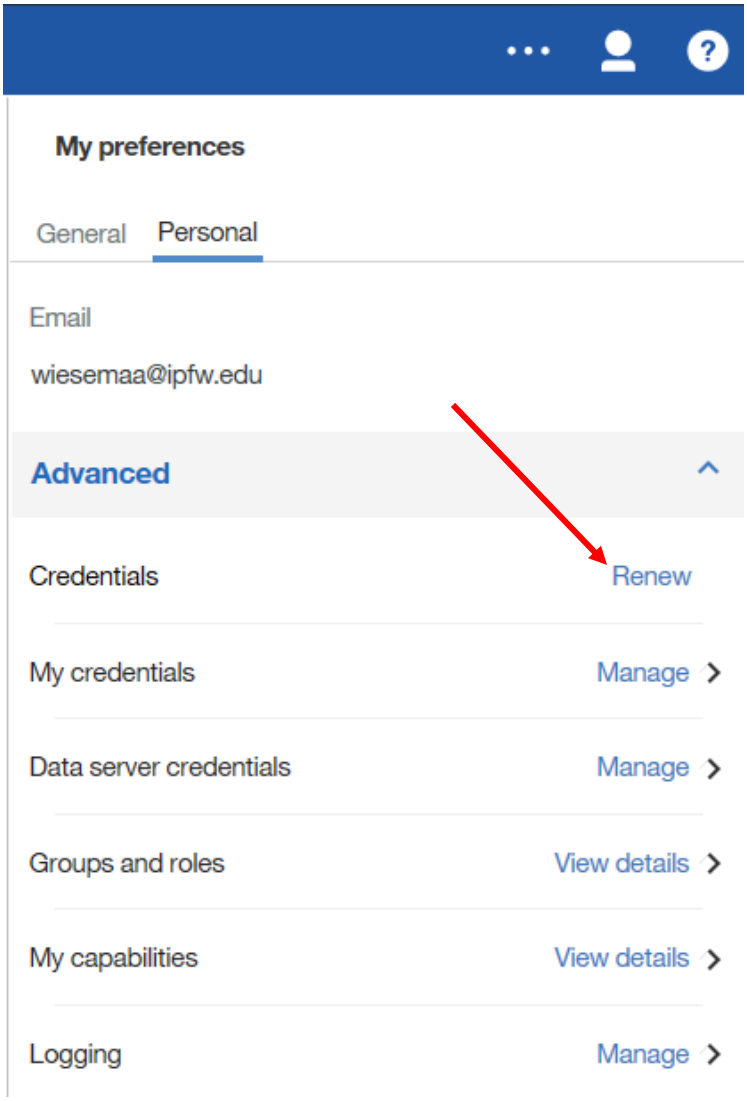
2. Click on the Personal Tab.



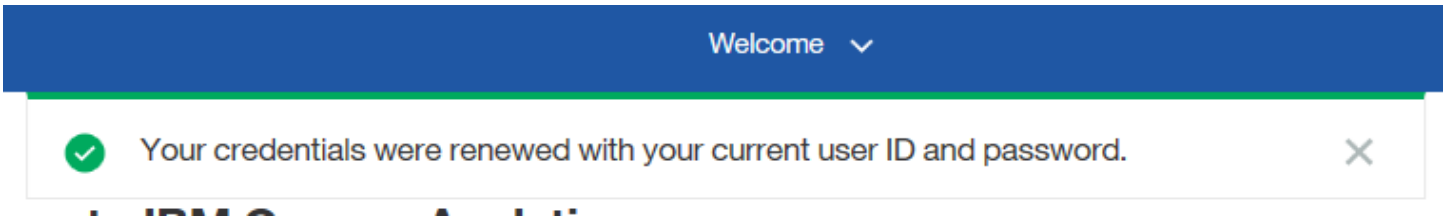
3. Click Advanced



4. To the right of “Credentials” click Renew



5. After clicking on “Renew” link, a message box will pop-up notifying you the credentials have been renewed



6. Click the small ‘X’ to the right of the message or the message will go away after a few on its own, and you’re done! Credentials must be renewed each time your password changes if you have any Schedule Reports running on a daily, weekly, or monthly basis. If you do not renew your credentials, your scheduled reports will not run.