

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.



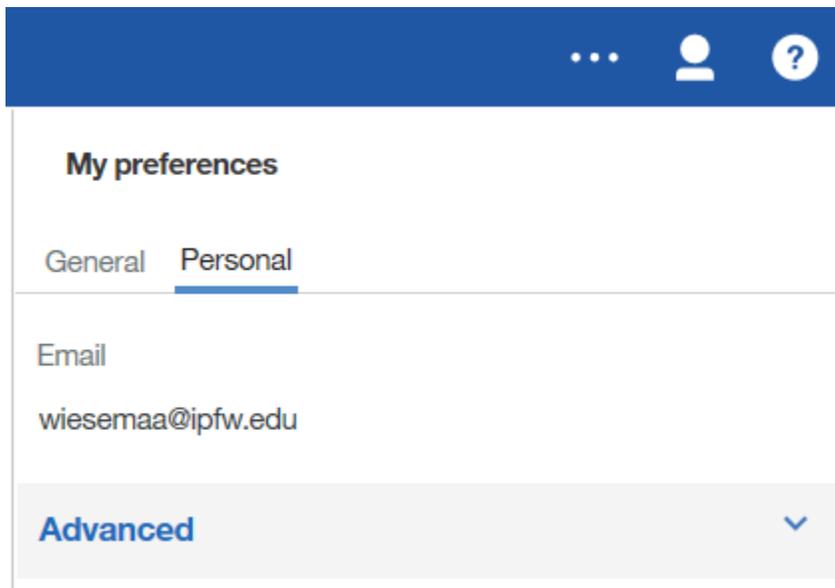
1. Login to Cognos and click on the person icon then click on “My Preferences.”

The screenshot shows the IBM Cognos Analytics dashboard. The top navigation bar includes the IBM Cognos Analytics logo, a 'Welcome' dropdown, and a user profile icon circled in red. A red arrow points from the user profile icon to the 'My preferences' option in the user menu. The dashboard content area displays a 'Welcome to IBM Cognos Analytics' message and a 'Recent' section with six report cards. The left sidebar contains navigation options: Home, Search, My content, Team content, and Recent.

2. Click on the Personal Tab.

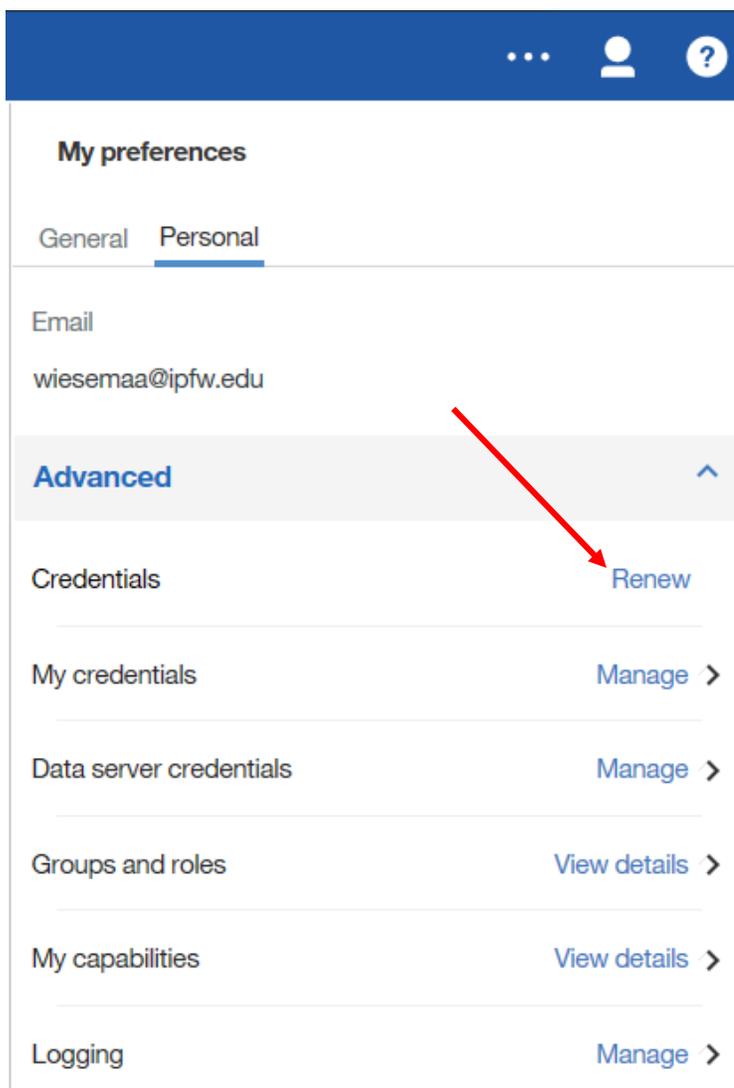
The screenshot shows the 'My preferences' page in IBM Cognos Analytics. The page has a blue header with a user profile icon and a question mark. Below the header, there are two tabs: 'General' and 'Personal'. The 'Personal' tab is selected. The page contains several settings sections: 'Home page' (Default), 'Show hidden entries' (checkbox), 'Report format' (HTML dropdown), 'Turn on accessibility features' (checkbox), 'Show hints' (checkbox), 'Options for your region' (Time zone: (GMT-05:00) United States Time (New York) >, Product language: English >, Content language: English (United States) >, Bidirectional language support (checkbox), Base direction for text: Right-to-left dropdown).

3. Click Advanced



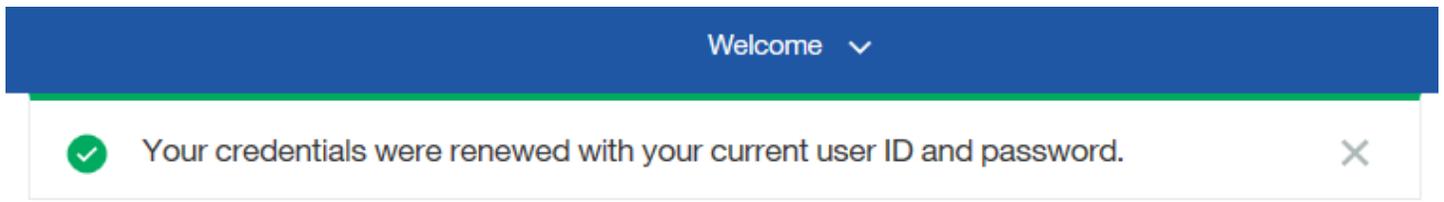
The screenshot shows the top navigation bar with three icons: a menu icon, a user profile icon, and a help icon. Below the bar, the heading "My preferences" is followed by two tabs: "General" and "Personal", with "Personal" being the active tab. Under the "Personal" tab, the "Email" section displays the address "wiesemaa@ipfw.edu". Below this, the "Advanced" section is collapsed, indicated by a downward-pointing chevron icon.

4. To the right of "Credentials" click Renew



This screenshot shows the same "My preferences" page, but the "Advanced" section is expanded, showing a list of settings. A red arrow points to the "Renew" button located to the right of the "Credentials" entry. Other entries in the list include "My credentials" (with a "Manage" button), "Data server credentials" (with a "Manage" button), "Groups and roles" (with a "View details" button), "My capabilities" (with a "View details" button), and "Logging" (with a "Manage" button).

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.