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 on the User Resources tab; click on the person icon then click on “My Preferences”.

2. Click on the Personal tab.
3. Under the “Credentials” section of the Personal tab, click on **Renew the credentials**.

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

5. Click OK and your screen will return to the **Personal** tab, click OK again, you’re done! Credentials must be renewed each time your password changes if you have any **Scheduled Reports** running on a daily, weekly, or monthly basis. If you do not renew your credentials, your scheduled reports will not run.