

## Renew Your Credentials <sup>[1]</sup>

September 4, 2024 by [Sarju Khadka](#) <sup>[2]</sup>

Have you renewed your credentials yet? The upgraded CU-Data environment requires you to renew your credentials to ensure your scheduled reports run without interruption.

You'll need to renew your credentials if:

- You haven't yet renewed your credentials in the upgraded CU-Data environment.
- You have recently changed your network password.

Here's how to renew your credentials:

- Click the user icon in the top-right corner of the CU-Data page.
- Select "**Profile and Settings.**"
- Under "**Advanced Options,**" click "**Renew for Credentials.**"
- Enter your **username** and **password**. These are your network credentials - the username and password you use to log into the portal or onto your computer.
- Click "**OK.**"

Please let us know if you encounter any issues while renewing your credentials.

### **Send email when Published:**

Yes

---

**Source URL:** <https://www.cu.edu/blog/m-fin/renew-your-credentials>

### **Links**

[1] <https://www.cu.edu/blog/m-fin/renew-your-credentials> [2] <https://www.cu.edu/blog/m-fin/author/1855>