

## Month-End Scheduled Reports: Time to Renew Your CU-Data Credentials <sup>[1]</sup>

Many of you have scheduled certain m-Fin reports to run automatically at month-end close. The upgraded (as of August) CU-Data environment requires you to renew your credentials to ensure your scheduled reports run without interruption.

**You'll need to renew your credentials today (Thursday, September 5), if:**

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

Here's how to renew your credentials:

1. Click the user icon in the top-right corner of the CU-Data page.
2. Select "**Profile and Settings.**"
3. Under "**Advanced Options,**" click "**Renew for Credentials.**"
4. 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.
5. Click "**OK.**"

Questions? Contact [FSS@cu.edu](mailto:FSS@cu.edu) <sup>[2]</sup>.

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### Links

[1] <https://www.cu.edu/controller/news/office-university-controller-news/september-5-2024-edition/month-end-scheduled> [2] <mailto:FSS@cu.edu>