After changing your NetID password you will need to **update** your ‘Private’ Discoverer connection. This connection is required if you access the Payroll Distribution, Budget Status or Employee Status reports in the Financial Data Warehouse.

**Step 1:** Select your ‘Private’ connection and select ‘**Update**’ (Pencil icon)
Step 2: In the section ‘Account Details’, enter your **new Netid Password**

**DO NOT SELECT ‘CHANGE PASSWORD’**

Step 3: Select **Apply** (in lower right hand corner of the screen) **OR** Select **Apply and Connect**

Step 4: Select **Continue** in the upper right hand corner or the lower left hand corner