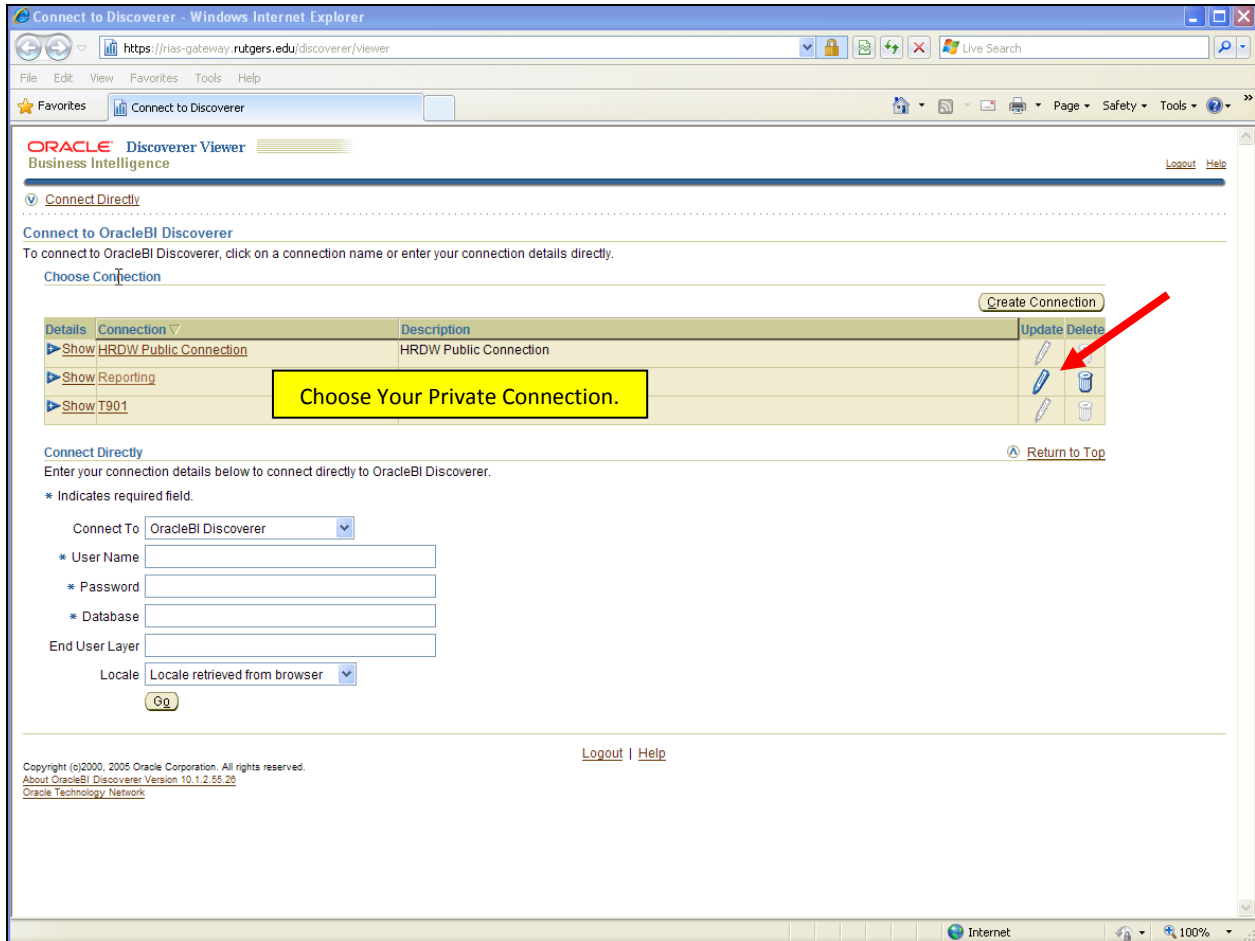








After changing your NetID password you will need to **update** your 'Private' Discoverer connection. This connection is required if you access the Payroll Distribution, Budget Status or Employee Status reports in the Financial Data Warehouse.

## Step 1: Select your 'Private' connection and select 'Update' (Pencil icon)



The screenshot shows the Oracle Discoverer Viewer interface in a Windows Internet Explorer browser window. The browser address bar shows the URL: <https://trias-gateway.rutgers.edu/discoverer/viewer>. The page title is "ORACLE Discoverer Viewer Business Intelligence".

The main content area is titled "Connect to OracleBI Discoverer" and includes a "Choose Connection" section. A table lists existing connections:

Details	Connection	Description	Update	Delete
Show	HRDW Public Connection	HRDW Public Connection		
Show	Reporting			
Show	T901			

A red arrow points to the pencil icon in the "Update" column for the "HRDW Public Connection" row. A yellow box highlights the text "Choose Your Private Connection." in the "Description" column of the "Reporting" row.

Below the table is a "Connect Directly" section with a "Return to Top" link. It contains a form with the following fields:

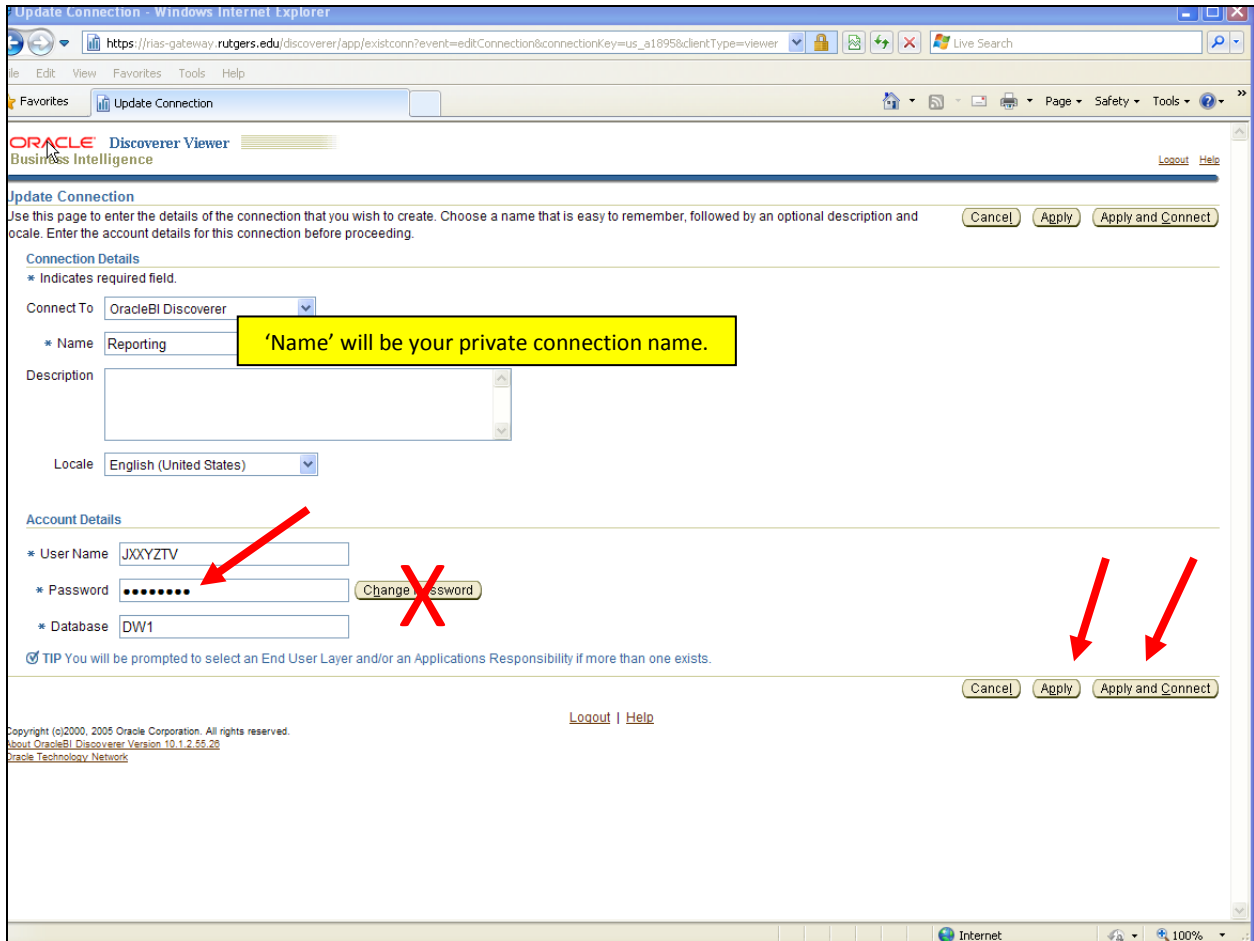
- Connect To: OracleBI Discoverer (dropdown)
- \* User Name:
- \* Password:
- \* Database:
- End User Layer:
- Locale: Locale retrieved from browser (dropdown)

At the bottom of the page, there is a "Go" button and a "Logout | Help" link. The footer contains copyright information: "Copyright (c)2000, 2005 Oracle Corporation. All rights reserved. About OracleBI Discoverer Version 10.1.2.55.28 Oracle Technology Network".

**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

