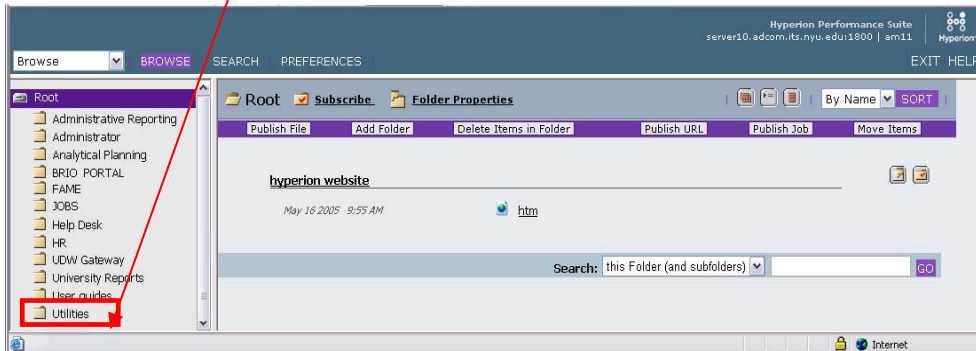
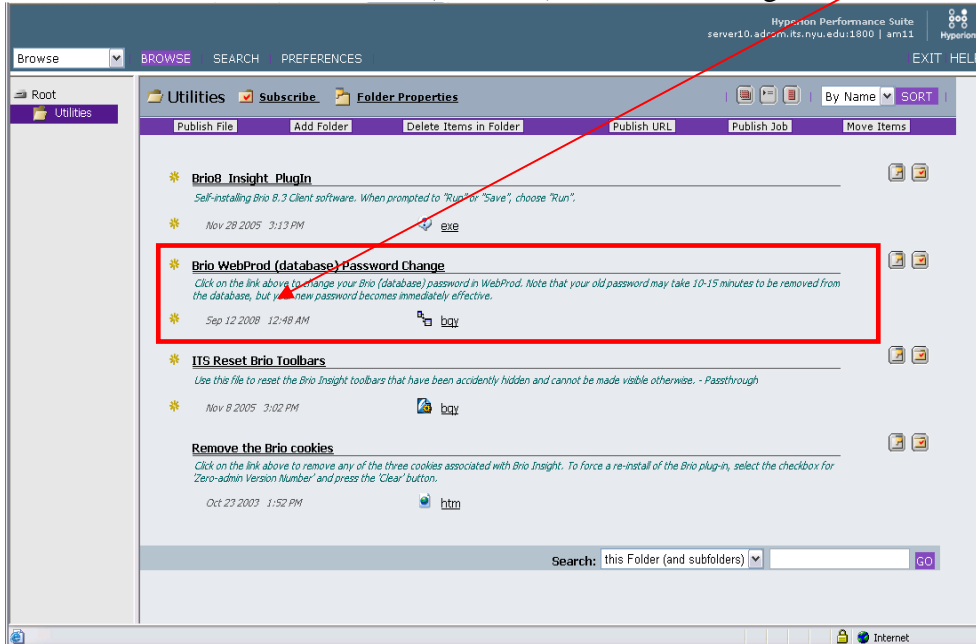


Brio 8.3 WebProd (database) Password Change

1. Log In to the Brio Portal and browse from the Root directory to the “Utilities” folder.



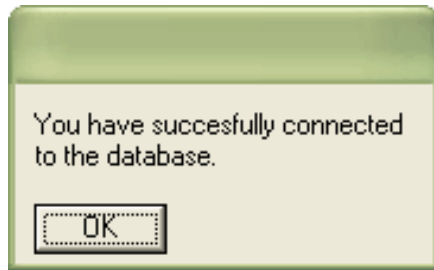
2. Click on the “Brio WebProd (database) Password Change” link.



3. Follow instructions on the popup window that appears. **Your password must start with a letter, please do not start your password with a number or a symbol (&,#,@)**

A screenshot of the 'WEBPROD PASSWORD CHANGE FORM' in a Microsoft Internet Explorer browser window. The form is titled 'NEW YORK UNIVERSITY WEBPROD PASSWORD CHANGE FORM'. It includes instructions: 'Current Password': Type in the password you currently use to access the production database known as WEBPROD. 'New Password': Type the new password you want to use. 'Confirm New Password': Type your new password again. The form has four input fields: 'Your User Name' (containing 'am11'), 'Current Password', 'New Password', and 'Confirm New Password'. A 'Change WebProd Password' button is at the bottom.

4. You will see this window after clicking on Change Webprod Password. Click OK.



5. If you do not see this pop-up, "Password Successfully Changed". Then your password change has not been accepted.

