# Renewing Cognos Credentials after Network Password

Renewing your credentials in Cognos after changing your network password is required to avoid disruption of **scheduled** reports running on a daily, weekly, or monthly basis. **Please Note:** If you do not renew your credentials, your schedules and subscriptions will fail.
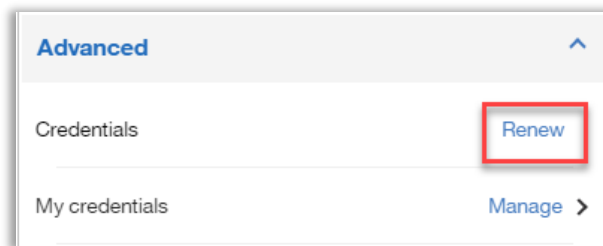
1. After logging into Cognos, click on the **Person Icon** located on the Application Bar and select **My preferences**.
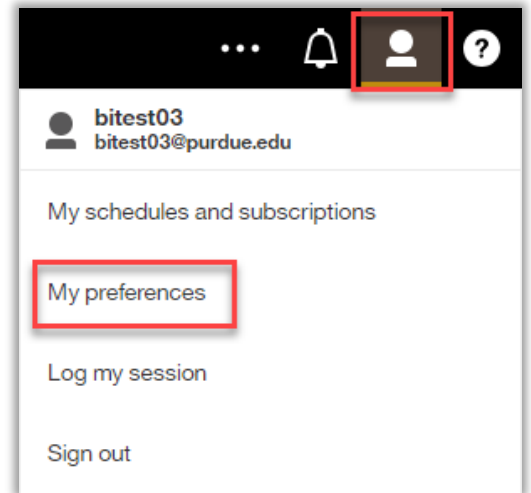
2. Select the **Personal tab** and use the **down arrow** across from Advanced to open additional options.
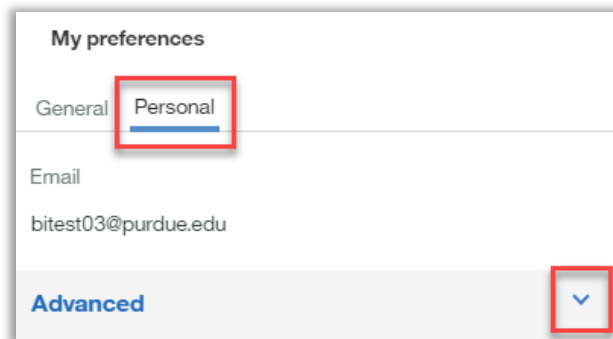
3. Click **Renew** across from Credentials.

4. A message will appear briefly under the Application Bar.