# How To Renew Credentials

1. Log into Cognos and click on the icon for “My Area Options”

2. Choose “My Preferences” from the drop-down list

3. At the bottom of the “Set Preferences” page, click on the “Renew the credentials” hyperlink

4. You will get a confirmation pop-up saying that your credentials have been renewed

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If you have any issues/problems with these steps please contact the Data Warehouse team - dwi@princeton.edu