Should you require to change your ODS password, the following steps will guide you through the process...

NOTE: This will only change your ODS password and NOT your Hyperion password. There are steps on the web to assist with changing your Hyperion password.

In order to change you ODS password, you will first need to process (run) a query...

Keeping the query open, in the menu bar, click 'Tools' then 'Change Database Password...'

![Query interface with 'Change Database Password' option highlighted]
Enter information as it is listed.

Click OK.

You may have to log out for changes to take.

If you forgot your password you will need to contact the Help Desk (7-6420) to have it reset.