

## **Scheduled Reports Need Current Passwords** <sup>[1]</sup>

March 10, 2022

If you've scheduled m-Fin reports to run automatically at month-end, please note that changes to your network password can interrupt that process.

If you've changed your password recently, be sure to **renew your credentials** so your schedules continue to work:

1. Log in to CU-Data
2. Click the user icon on the top right of the CU-Data page
3. Click **My Preferences**
4. Select the **Personal** tab
5. Click **Advanced**
6. Click the **Renew** link, to the right of **Credentials**
7. Enter your user name and password
8. Click **OK**

**Questions?** Contact the OUC's new Financial Services & Solutions (FSS) team at [FSS@cu.edu](mailto:FSS@cu.edu) <sup>[2]</sup>.

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**Source URL:** <https://www.cu.edu/controller/news/office-university-controller-news/march-17-2022-edition/scheduled-reports-need>

### **Links**

[\[1\] https://www.cu.edu/controller/news/office-university-controller-news/march-17-2022-edition/scheduled-reports-need](https://www.cu.edu/controller/news/office-university-controller-news/march-17-2022-edition/scheduled-reports-need) [\[2\] mailto:FSS@cu.edu](mailto:FSS@cu.edu)