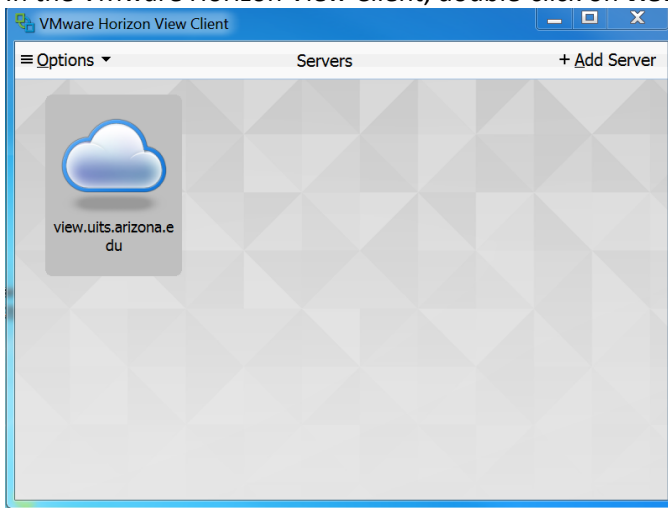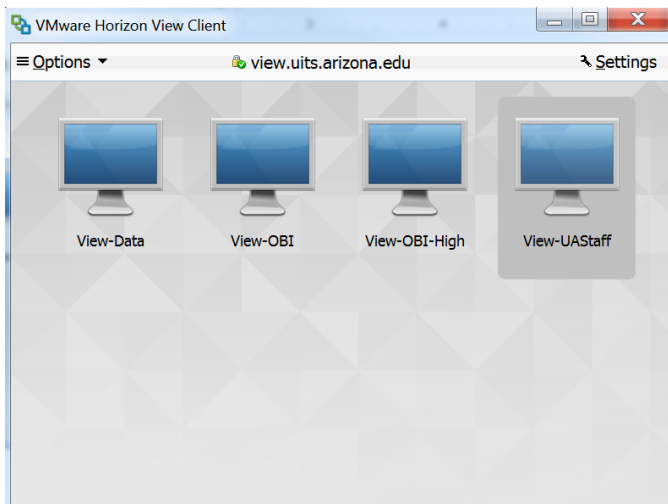# *Changing Your EPM Password*

UAIR **University Analytics & Institutional Research**

Changing your EPM password

1. Go to computer desktop and double-click the **VMware Horizon View Client** icon.
2. In the VMware Horizon View Client, double-click on **view.uits.arizona.edu** (Cloud icon).
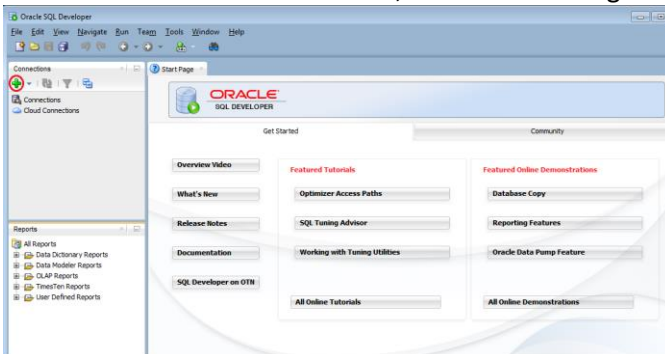

3. Double-click the **View-UAStaff** desktop icon. In few moments you will see **View-UAStaff** desktop.
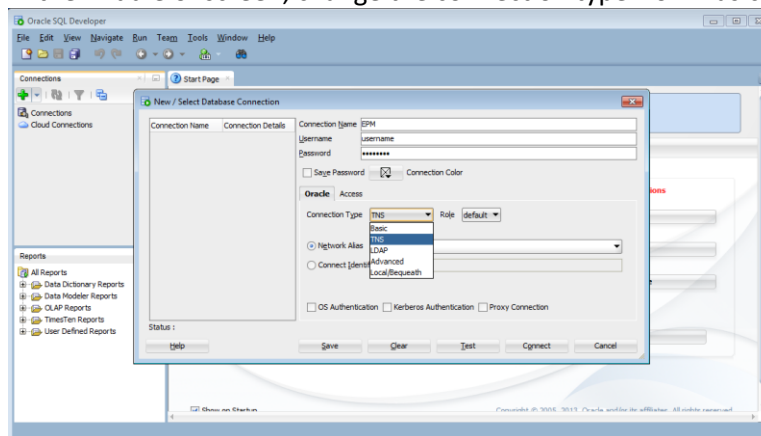
4. On that desktop, double-click the **SQL Developer 4** icon.

5. SQL Developer will take a few moments to start up. When it opens, find the **Connections** tab on the left. Just below the tab name, double-click the green "**+**" icon to make a new connection.
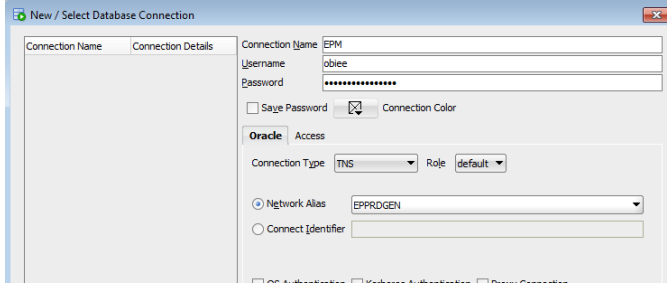

6. Enter appropriate information for your new connection:
    a. Connection Name: EPM (or any logical name of your choice).
    b. Provided your Username and Password.
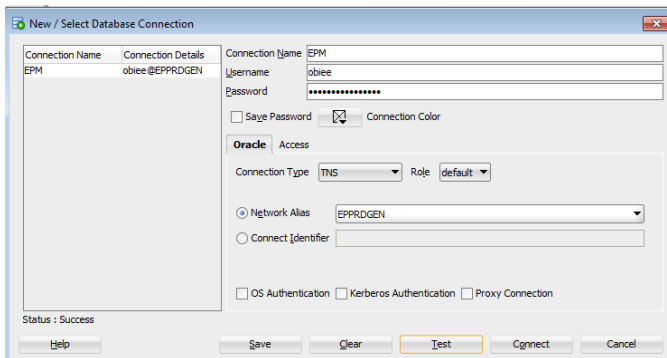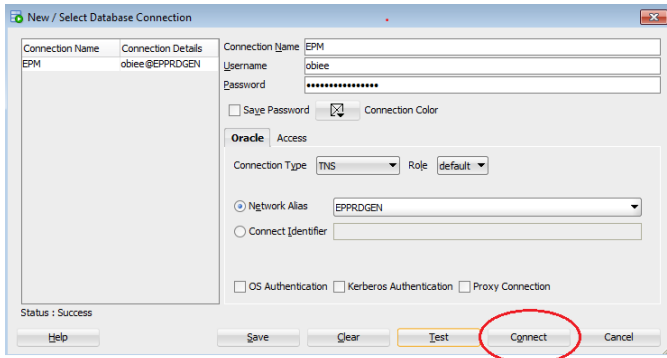   c. In the middle of screen, change the connection type from Basic to **TNS**.

7. Select EPPRDGEN in the **Network Alias** field. Type the first two letters – **EP** – in that field to find EPPRDGEN a bit more quickly.

8. Click **Save** and then click **Test**. You should see the words **Status: Success** in bottom left corner of the screen.
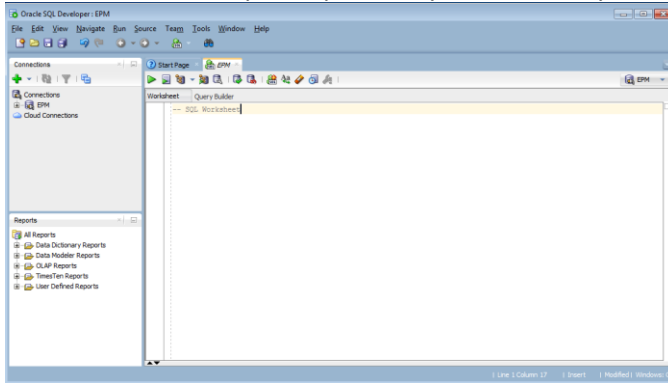

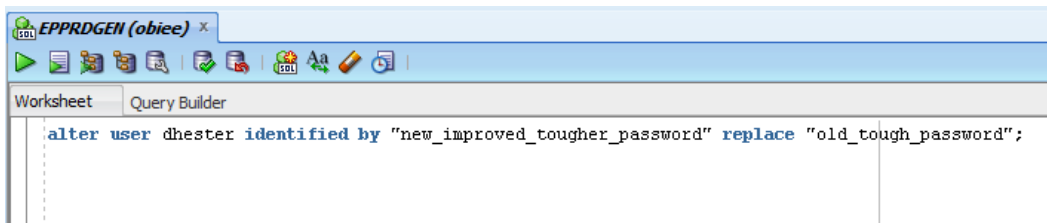9. Click the **Connect** button to connect to the EPM database.

10. An SQL worksheet opens up where you can write your SQL queries for the EPM database.
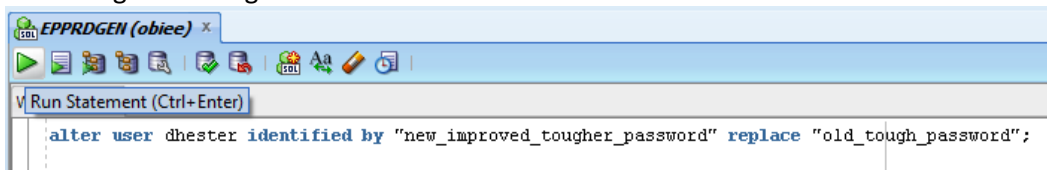

11. Enter the SQL command to change your password in the blank worksheet. The command is:

alter user *NetID* identified by *new_improved_tougher_password* replace *old_tough_password*;

The worksheet should now look like this:

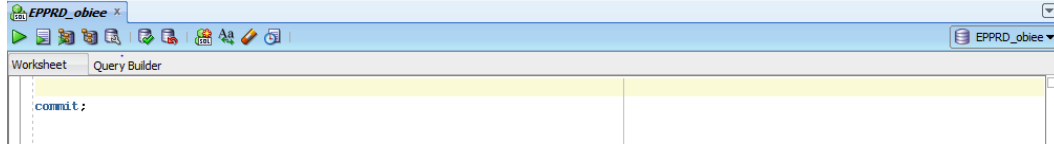12. Click the green triangle **Run** button on the button bar to run the command:

13. The message in the bottom-left corner of your screen should read **alter user Statement Processed**
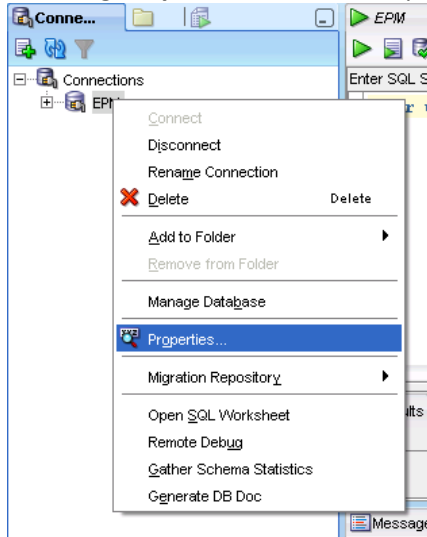
14. Now run the commit command. Type **commit;** in the worksheet. Click the green **Run** button to run this command.

15. If you'd like to confirm that your password changed properly, you can go back into the connection properties by right-clicking on the EPM connection in the Connections pane and selecting **Properties** from the drop-down menu:

16. Change the password in the properties window and click Test again. If you get the same Success message you got when you connected before, you're all set.