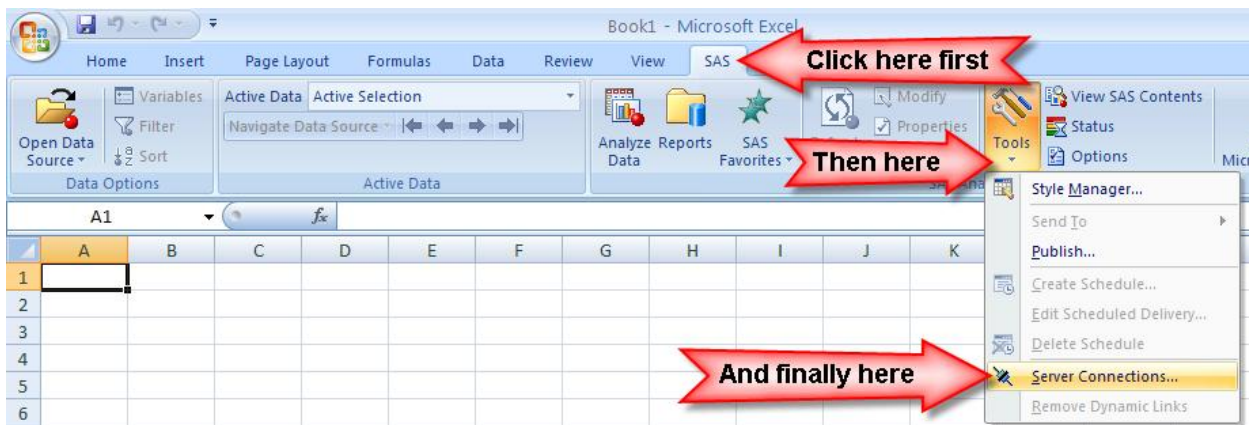


Changing your password in the SAS Add-in for Microsoft Excel 2003.

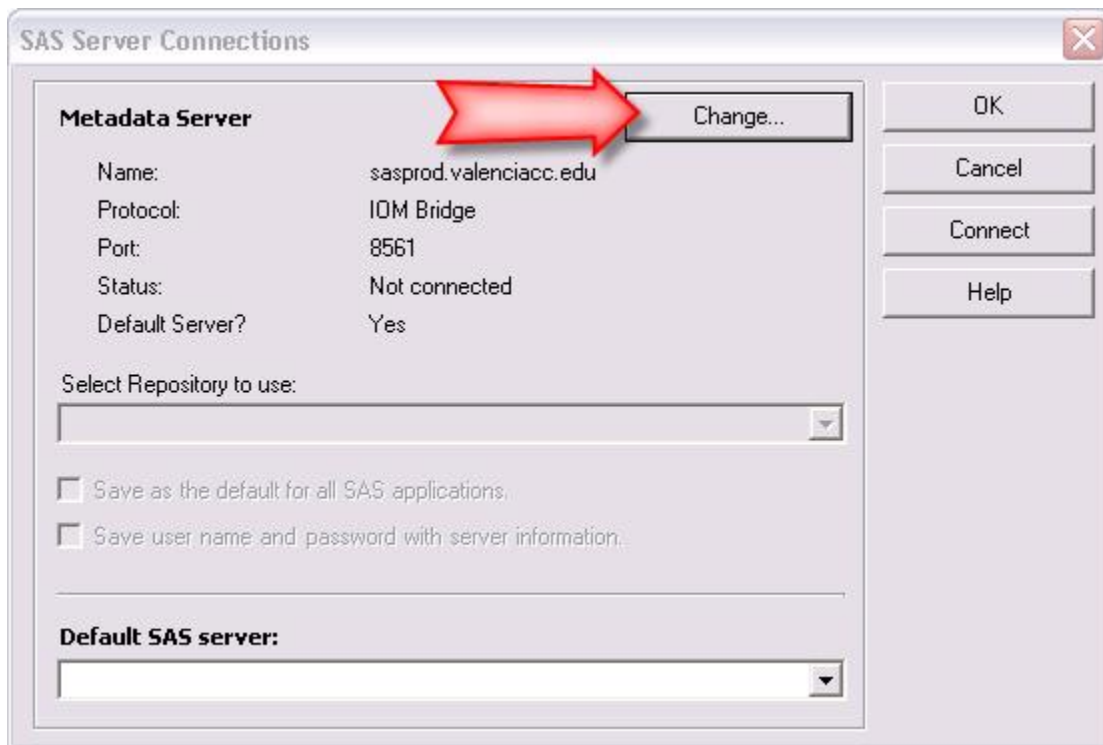
It is possible to store your logon ID and Password for the Data Warehouse in the SAS Add-in for Microsoft Office, although it is not recommended. For security reasons you should have the Add-in setup so that you have to enter your logon ID and Password when you access the Data Warehouse.

Your Data Warehouse ID and Password is tied directly to your Atlas ID and password, so if you change your password in Atlas you will need to update in the SAS Add-in for Microsoft Office if it is stored there.

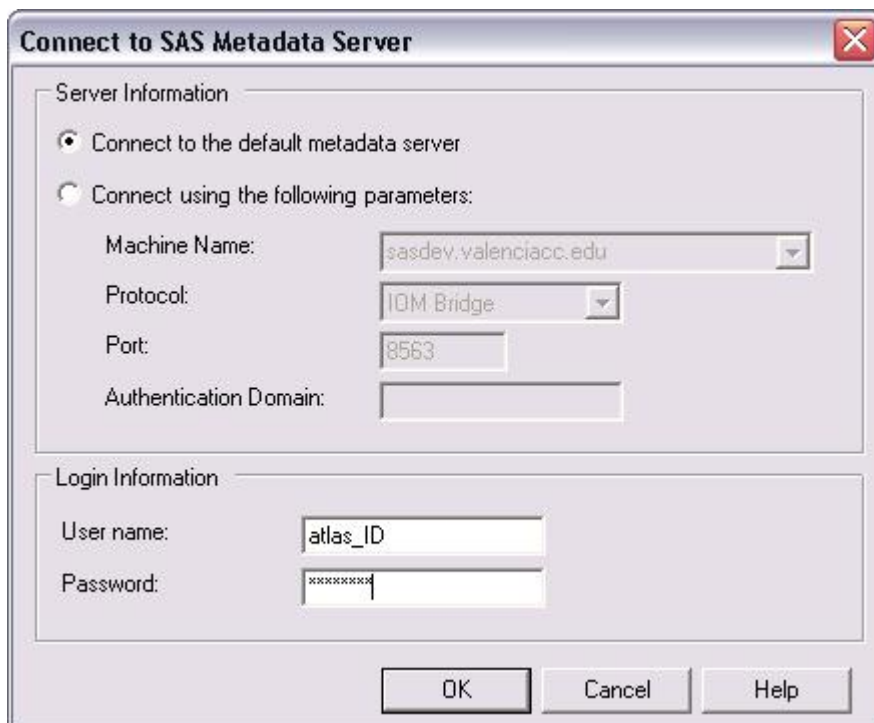
Open Excel and select the “SAS” menu item at the top. Then select “Tools” and “Server Connections...” as illustrated below:



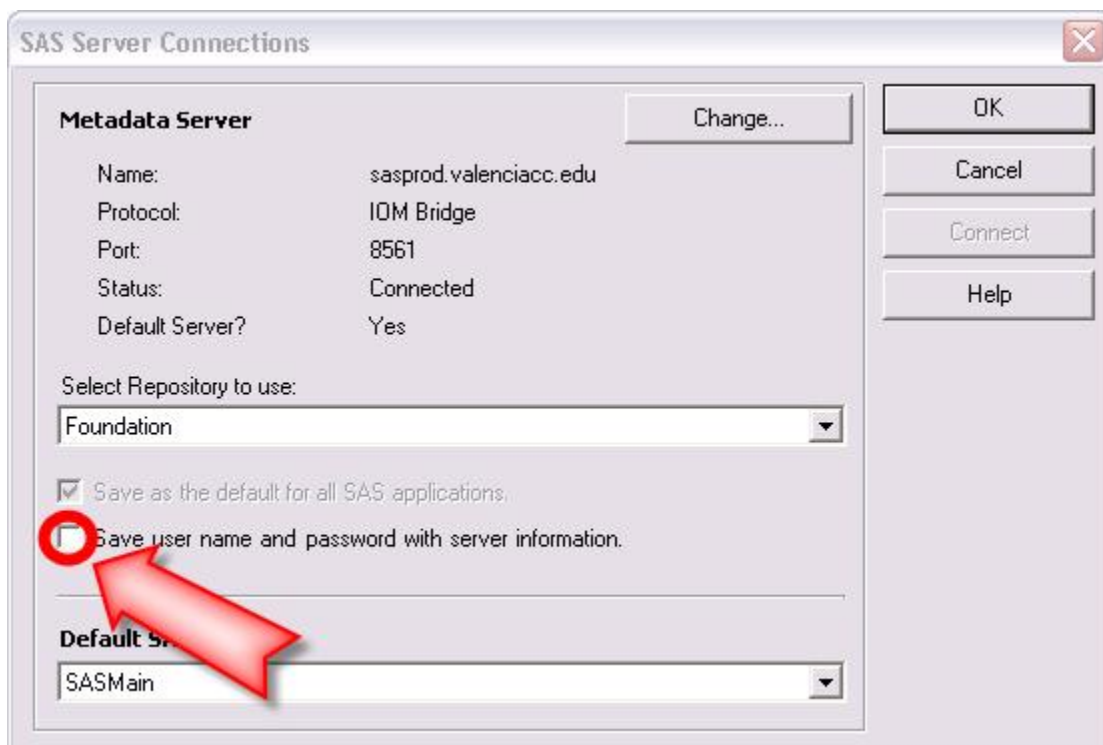
The following window will appear, click on the “Change” button.



At the bottom of the window that appears enter your Atlas ID and new password and click “OK”.



After clicking on “OK” you will be returned to the window below. If there is a check mark in the box that is highlighted with the red circle and arrow, click on the box to deselect the option. This will prevent you from having to go through this exercise in the future if you change the password for your Atlas ID and it provides a greater safeguard against unauthorized people accessing information on the Data Warehouse.



Click OK and you are done.