Setting up Password Help

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Setting-up Password Help

All Users are required to set up forgotten password help in order to use the Forgot My Password feature.
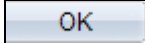
Procedure
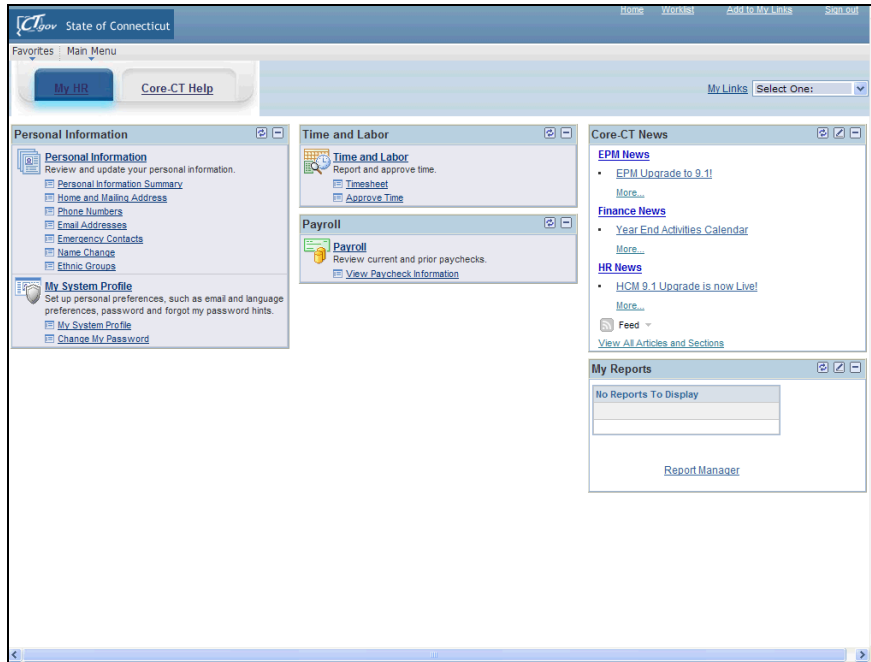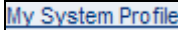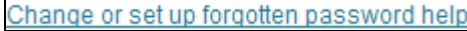
My HR tab > My System Profile > My System Profile

Step	Action
1.	Click the **My System Profile** link. My System Profile
2.	Click the **Change or set up forgotten password help** link. Change or set up forgotten password help
3.	Click the **Question** list.
4.	Click the **What was the name of your first pet?** list item.
5.	The **Response** field is not case-sensitive. Enter **Sacha** into the **Response** field.
6.	Click the **OK** button. OK
7.	**End of Procedure.**