

Setting up Password Help

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All Users are required to set up forgotten password help in order to use the Forgot My Password feature.

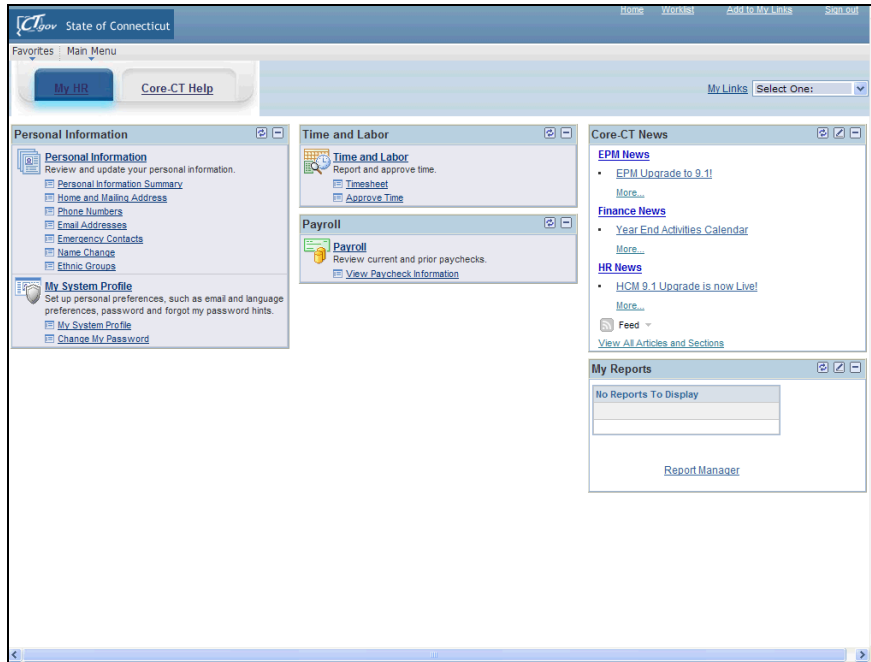
Change or set up forgotten password help

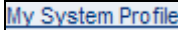
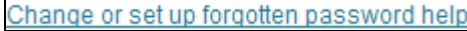
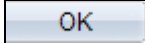
If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:	<input type="text" value="What was the name of your first pet?"/>
Response:	<input type="text" value="What was the name of your first pet?"/>
<input type="button" value="OK"/>	

Procedure

My HR tab > My System Profile > My System Profile



Step	Action
1.	Click the My System Profile link. 
2.	Click the Change or set up forgotten password help link. 
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. 
7.	End of Procedure.