Setting up Password Help

Created on 10/25/2012 2:18:00 PM

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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.

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:

What was the name of your first pet?

In what city or town was your first job?

What is your mother's maiden name?

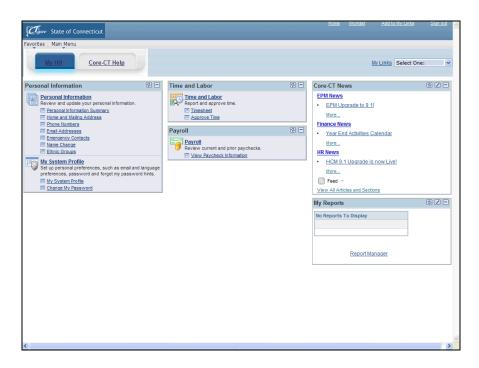
What was the name of your first pet?

Who is your favorite author?

Procedure

My HR tab > My System Profile > My System Profile

Who was your childhood best friend?



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.
7.	End of Procedure.