Setting Up "I Forgot My Password" – VERY IMPORTANT!

Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in the case that you forget your password or if it expires.

Directions: In the Quick Links section, **click on My Profile** then the **My Profile** link. The My System Profile page will appear. Be sure to complete Parts 1 & 2.
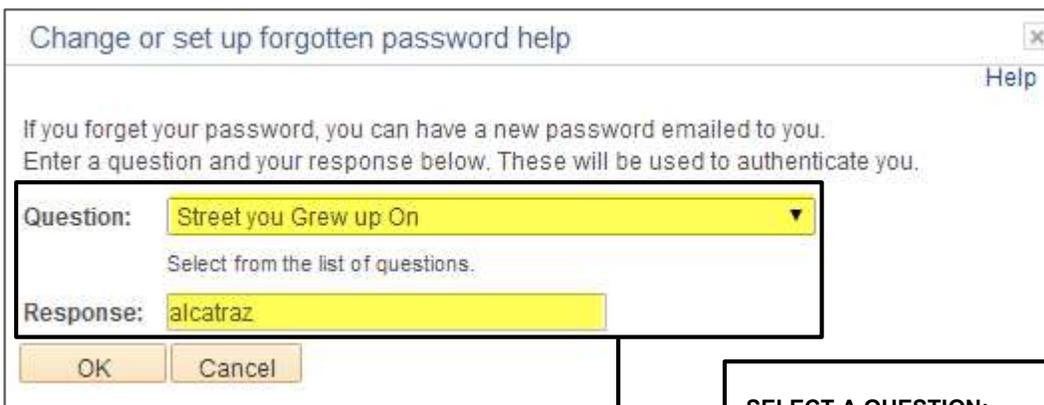
My Profile
▸ My Profile ⬅
▸ Change My Password

PART 1: SECURITY QUESTION:

Click the link that says **Change or set up forgotten password help**.

General Profile Information

Password

Change password

Change or set up forgotten password help ⬅

Select a security question and enter a response, then click **OK**. Your response is *not* case sensitive.

Change or set up forgotten password help   ✕

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: Street you Grew up On   ▾
            Select from the list of questions.

Response: alcatraz

OK   Cancel

SELECT A QUESTION:
- What is the name of your childhood best friend?
- What is the name of your favorite actor?
- What is the name of your favorite childhood pet?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite vacation spot?
- What street did you grow up on?
- Who is your favorite cartoon character?
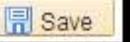- Who is your favorite childhood hero?

TYPE A RESPONSE:
Enter a response you will remember later!
What you type is not case sensitive, so don't worry about upper/lowercase letters. (Your PeopleSoft password, however, *is* case sensitive).

PART 2: EMAIL ADDRESS:

In the Email section, verify/enter your email address. This will be the address that a temporary password is sent to in the case that you forget your password. This is also the address that is used for absence request email notifications sent to and from your manager. Click **Save** to save your changes.

If necessary, click **Home** to go to the Home page.