Resetting Password Security Questions

Step	Action
1.	The user must log into HCM TeamWorks Employee Self Service (ESS) to update password security questions by entering their **User ID** and current **password**
2.	Begin by navigating to the **My System Profile** page. **Note**: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, select all values and options based on agency policy, the paperwork on hand, and the current situation. Click the **Main Menu** link. Main Menu ▾
3.	Click the **My System Profile** link.
4.	The **General Profile Information** page now displays and allows the user to update password security questions and other information.
5.	Click **Change or set up forgotten password help** link. Change or set up forgotten password help
6.	The user's previous password security questions and answers now displayed.
7.	Users must create three (3) password hints by selecting password security questions from the options provided. For this example, we will only change one question and response. Click the **Question** drop-down list. ⌄
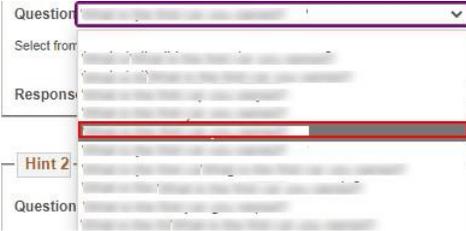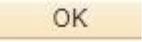
Step	Action
8.	Click the appropriate hint from the list options.
9.	The user must now enter their answer to the question. Click in the **Response** field.
10.	Now enter the response to the new question selected. For this example, type **Response 1**.
11.	Repeat previous steps for Hints 2 and 3. For this simulation, the questions have been completed for you.
12.	Click the **OK** button.
13.	The user has now successfully changed their password security questions. Click the **Sign Out** link.
14.	**Congratulations!** You have successfully completed Resetting Password Security Questions. **End of Procedure.**