


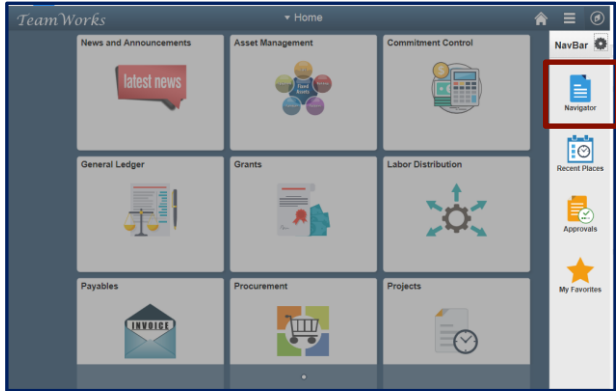
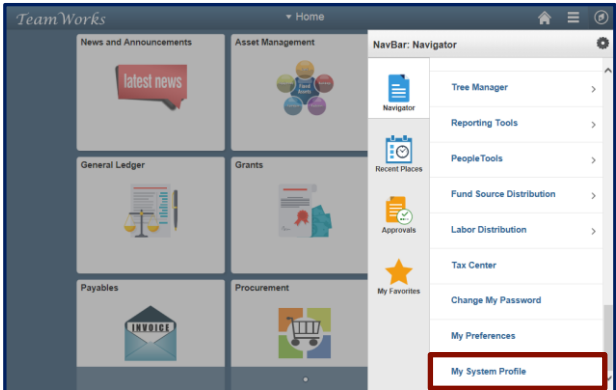
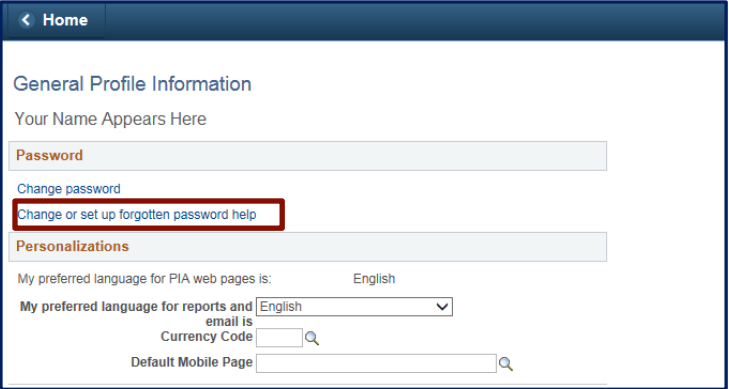


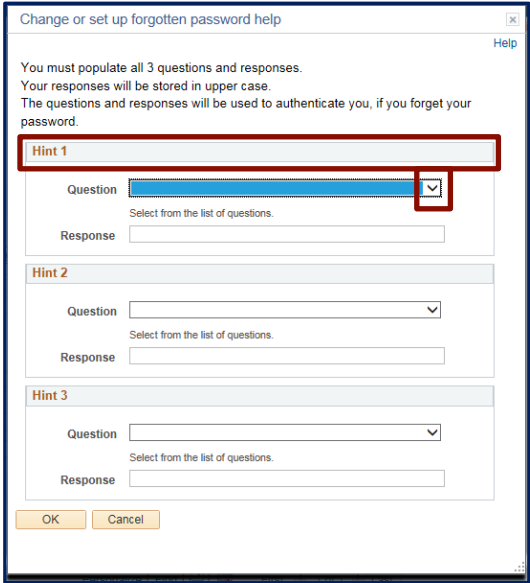
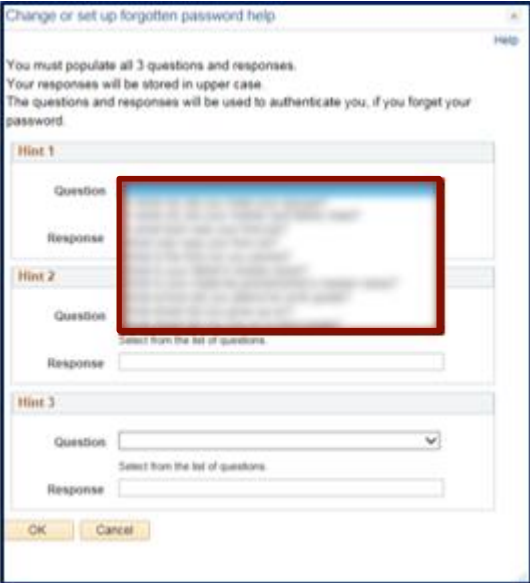
## Instructions to Setup Security Questions for Financials

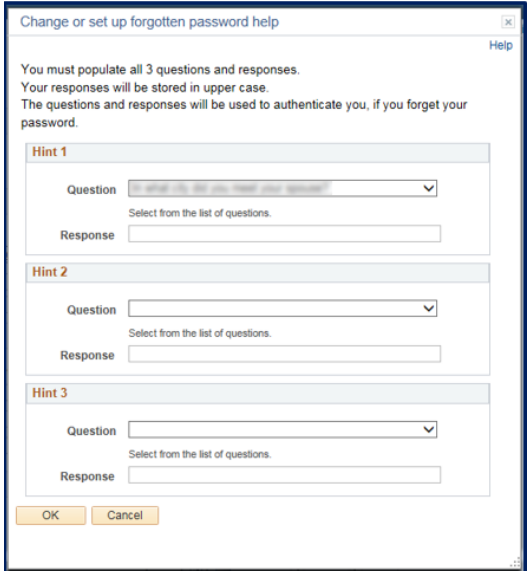
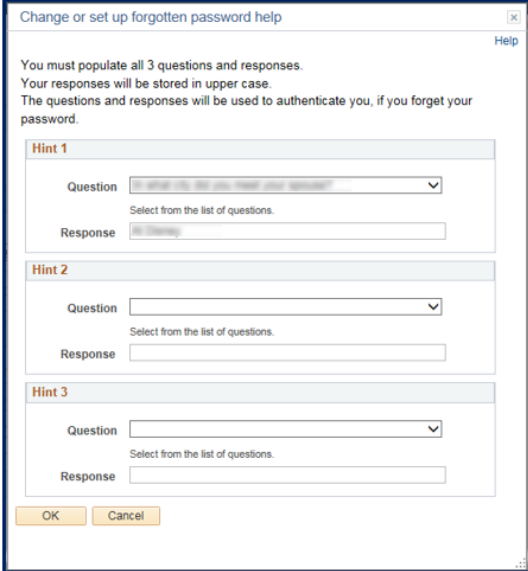
To begin > Navigate to the **General Profile Information** page.

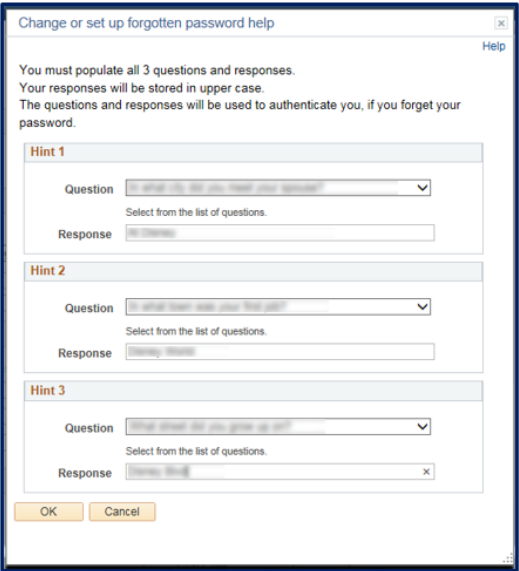
Step	Action
<p>1. Log into Financials System, type [UserID and Password]</p>	
<p>2. Click [Sign In]</p>	
<p>3. Click the [NavBar] icon</p>	

Step	Action
4. Click the [Navigator] icon	 <p>The screenshot shows the TeamWorks home page with a grid of application tiles. The 'Navigator' icon, represented by a blue document with a white checkmark, is located in the top right corner of the 'NavBar' and is highlighted with a red rectangular box.</p>
5. Click the [My System Profile] link	<p><b>Note:</b> You may have to use your scrollbar to locate the appropriate link.</p>  <p>The screenshot shows the TeamWorks home page with the 'NavBar: Navigator' menu open. The menu items are listed on the right side of the screen. The 'My System Profile' link at the bottom of the menu is highlighted with a red rectangular box.</p>

Step	Action
<p>6. Click on the <a href="#">[Change or set-up forgotten password help]</a> link</p>	 <p>The screenshot shows a user profile page with a dark blue header containing a back arrow and the word 'Home'. Below the header is the section 'General Profile Information' with the text 'Your Name Appears Here'. Underneath is a 'Password' section with a text input field, a 'Change password' link, and a red-bordered box around the link 'Change or set up forgotten password help'. Below that is a 'Personalizations' section with a text input field. At the bottom, there are three settings: 'My preferred language for PIA web pages is: English', 'My preferred language for reports and email is: English' (with a dropdown arrow), 'Currency Code' (with a search icon), and 'Default Mobile Page' (with a search icon).</p>

Step	Action
<p>7. Click on the [drop-down arrow] in the [Hint 1] section to select a security question and type a response.</p>	 

Step	Action
<p>8. Repeat [Step 7] to select a question and type a response for [Hint 2] and [Hint 3].</p>	 

Step	Action
<p>9. Click <b>[OK]</b></p>	
<p>10. End of Procedure</p>	<p>Users have the option to update their security questions and responses at any time.</p> <p><b>Note:</b> The next time a user login and don't remember their password, the user can reset their password by answering their selected security questions.</p> <p>Click on the <b>“Reset/Forgot your password?”</b> link on the Financials System login page.</p>