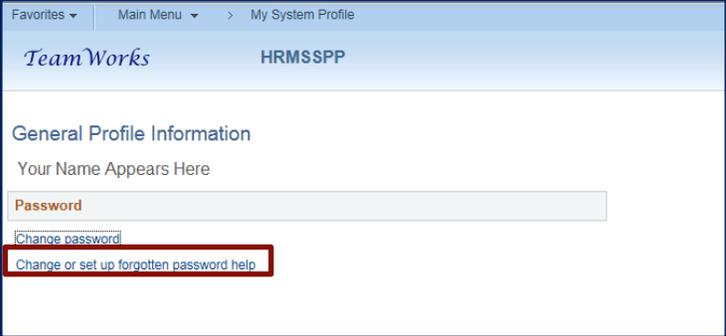# Instructions to Setup Security Questions for HCM

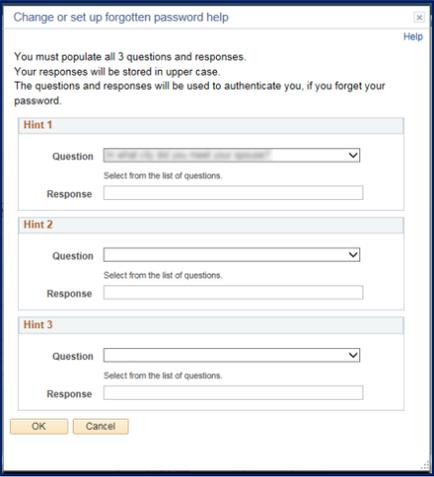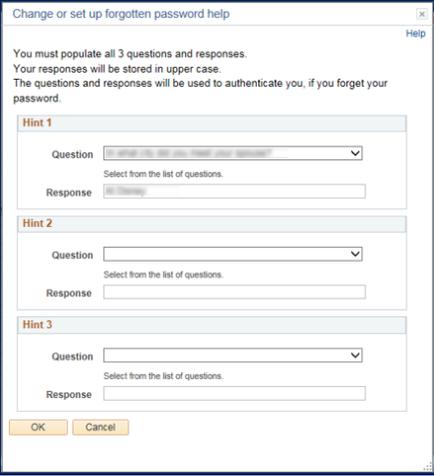To begin > Navigate to the **General Profile Information** page.

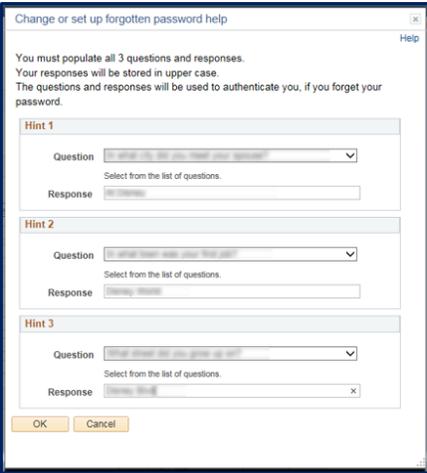| Step	Action
1. Log into **Employee Self Service**, type your **[UserID and Password]**	
2. Click **[Sign In]**	

Job Aid

TeamWorks

Step	Action
3. Click **[Main Menu]**	
4. Click the **[My System Profile]** link	

TeamWorks

Step	Action
5.Click on the **[Change or set-up forgotten password help]** link	Favorites ▾ Main Menu ▾ > My System Profile *TeamWorks* **HRMSSPP** General Profile Information Your Name Appears Here **Password** Change password Change or set up forgotten password help

Job Aid

Step	Action
6. Click on the **[drop-down arrow]** in the **[Hint 1]** section to select a security question and type a response.	
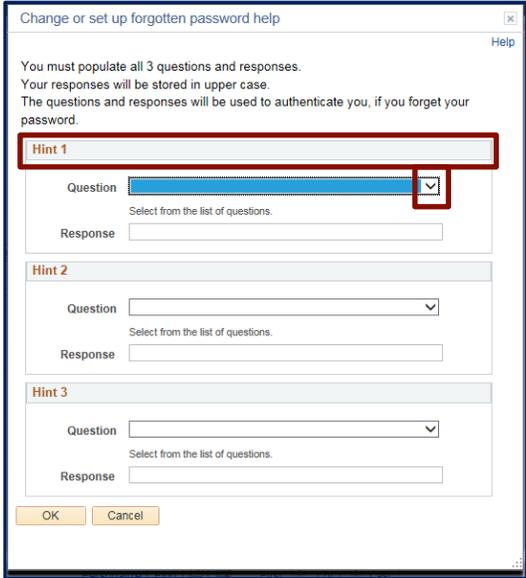
Step	Action
7. Repeat **[Step 6]** to select a question and type a response for **[Hint 2]** and **[Hint 3]**.	

Step	Action
8. Click **[OK]**	
9. End of Procedure	Users have the option to update their security questions and responses at any time. **Note:** The next time a user login and don't remember their password, the user can reset their password by answering their selected security questions. Click on the **"Reset/Forgot your password?"** link on the Employee Self Service login page.