Instructions to Setup Security Questions for HCM

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



3. Click [Main Menu] 3. Click [Main Menu] Image:	Step	Action						
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Step	Action
5.Click on the [Change or set-up forgotten password help] link	Action 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

Step	Action
6. Click on the [drop-down arrow] in the [Hint 1] section to select a security question and type a response.	Change or set up forgotten password help You must populate all 3 questions and responses. You responses will be stored in upper case. The questions and responses will be used to authenticate you, if you forget your password. Hint 1 Question Select from the list of questions. Response Hint 2 Question Select from the list of questions. Response OK Cancel
	Change or set up forgotten password help You must populate all 3 questions and responses. Your responses will be stored in upper case The questions and responses will be used to authenticate you, if you forget your password. Hint 1 Guestion Besponse Hint 2 Guestion Setted from the bit of questions Response Hint 3 Guestion Setted from the bit of questions Response Hint 4 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 3 Guestion Setted from the bit of questions Response Hint 3 Guestion Setted from the bit of questions Response Hint 3 Guestion Setted from the bit of questions Response Hint 3 Guestion Setted from the bit of questions Response Hint 3 Guestion Setted from the bit of questions Response Hint 4 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response Hint 5 Guestion Setted from the bit of questions Response R

Step	Action
7. Repeat [Step 6] to select a question and	
type a response for [Hint 2] and [Hint 3].	Change or set up forgotten password help
	You must populate all 3 questions and responses. Your responses will be stored in upper case. The questions and responses will be used to authenticate you, if you forget your password.
	Hint 1
	Question Select from the fast of questions.
	Response
	Hint 2
	Question Select from the list of questions.
	Response
	Hint 3
	Select from the list of questions.
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	Change or set up forgotten password help
	Help You must populate all 3 questions and responses. Your responses will be stored in upper case. The questions and responses will be used to authenticate you, if you forget your password.
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	Hint 2
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	Hint 3
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	OK Cancel

Step	Action
8. Click [OK]	Action Change or set up forgotten password help You must populate all 3 questions and responses. You responses will be stored in upper case. The questions and responses will be used to authenticate you, if you forget your password. Hint 1 Question Beter from the list of questions. Response Hint 2 Question Beter from the list of questions. Response
	Hint 3 Question Select from the list of questions. Response X OK Cancel
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
	Click on the "Reset/Forgot your password?" link on the Employee Self Service login page.