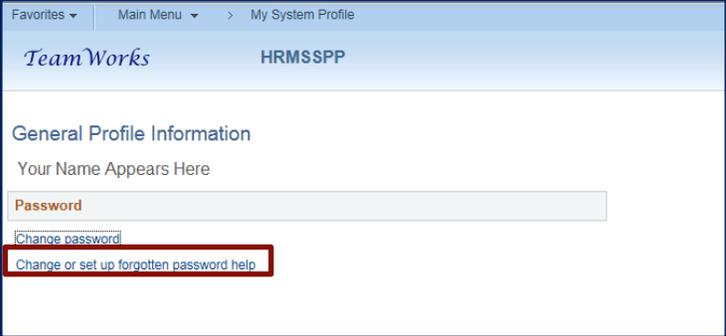


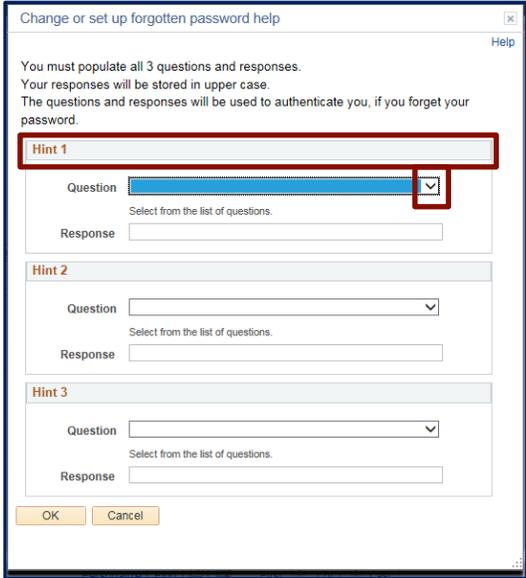
## Instructions to Setup Security Questions for HCM

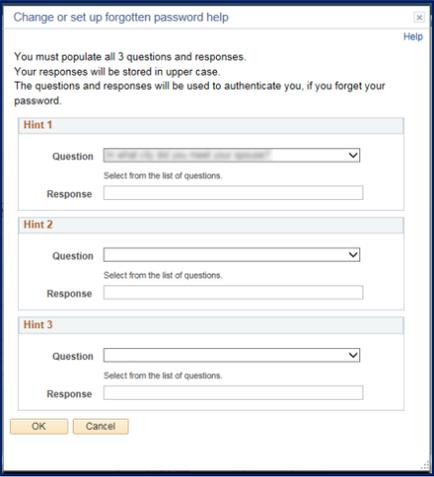
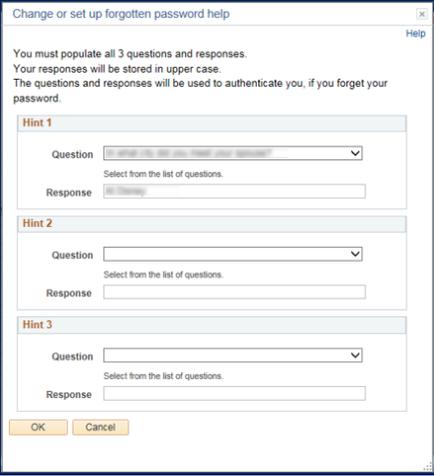
To begin > Navigate to the **General Profile Information** page.

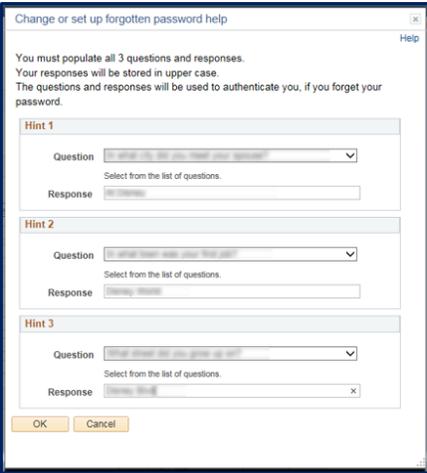
Step	Action
<p>1. Log into <b>Employee Self Service</b>, type your <b>[UserID and Password]</b></p>	 <p>The screenshot shows the 'Employee Self Service' login page. At the top left is the State of Georgia seal. The title 'Employee Self Service' is in the center, with 'PeopleSoft HCM' on the right. Below the title are two input fields: 'User ID' and 'Password'. Both fields are highlighted with a red rectangular box. Below the fields is a green 'Sign In' button. Underneath the button are links for 'Reset / Forgot your password?' and 'Important Notice'.</p>
<p>2. Click <b>[Sign In]</b></p>	 <p>The screenshot shows the same 'Employee Self Service' login page. The 'User ID' field now contains the text 'Your UserID'. The 'Password' field is filled with dots. The green 'Sign In' button is highlighted with a red rectangular box. Below the button are links for 'Reset / Forgot your password?' and 'Important Notice'. At the bottom of the page, there is a small disclaimer: 'This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the'.</p>

Step	Action
<p>3. Click <a href="#">[Main Menu]</a></p>	<p>The screenshot shows the TeamWorks HRMSSPP interface. The 'Main Menu' dropdown is highlighted with a red box. The interface includes sections for 'Self Service Quick Links', 'Employee Leave Summary', 'News and Announcements', and 'HCM Payroll Processing'. The 'January 2019 Payroll Processing Schedule' table is visible in the background.</p>
<p>4. Click the <a href="#">[My System Profile]</a> link</p>	<p>The screenshot shows the TeamWorks HRMSSPP interface with a search menu open. The 'My System Profile' link is highlighted with a red box. The search menu lists various options including Manager Dashboard, Talent Summary, Self Service, and My System Profile. The background content is partially obscured by the search menu.</p>

Step	Action
<p>5. Click on the <a href="#">[Change or set-up forgotten password help]</a> link</p>	 <p>The screenshot shows the 'My System Profile' page in TeamWorks HRMSSPP. The page title is 'TeamWorks HRMSSPP'. Under 'General Profile Information', there is a field for 'Your Name Appears Here'. Below that is a 'Password' field with a 'Change password' link. A red box highlights the 'Change or set up forgotten password help' link.</p>

Step	Action
<p>6. Click on the [drop-down arrow] in the [Hint 1] section to select a security question and type a response.</p>	 

Step	Action
<p>7. Repeat [Step 6] to select a question and type a response for [Hint 2] and [Hint 3].</p>	 

Step	Action
<p>8. Click <b>[OK]</b></p>	
<p>9. 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 Employee Self Service login page.</p>