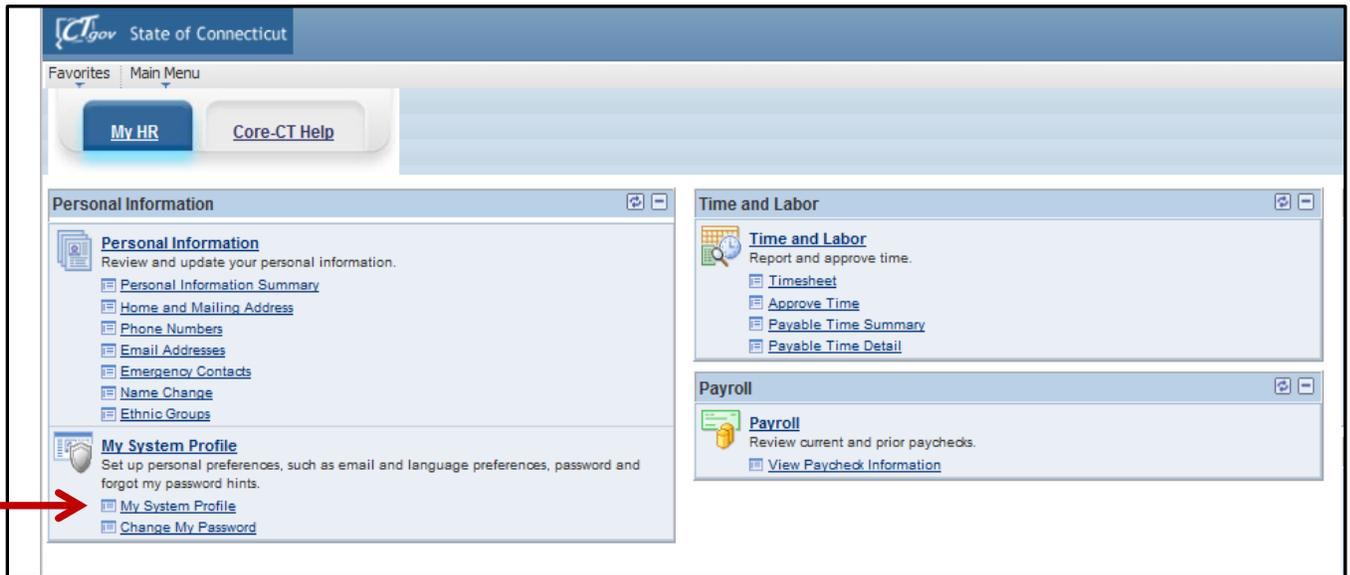
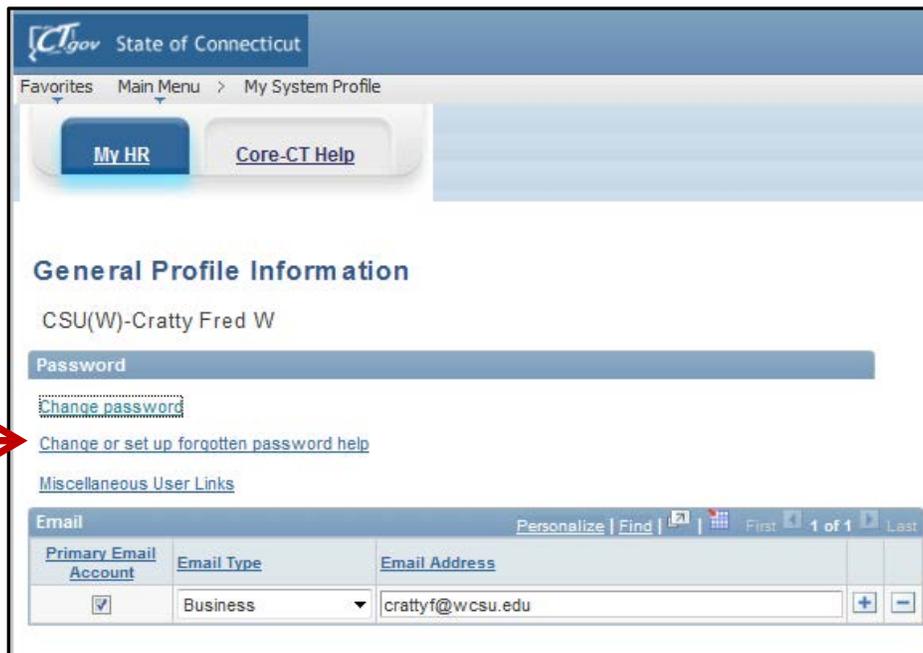


Setting Password Recovery



- Click on the “My System Profile” indicated by the arrow in the above screen print.
- You will then be brought to the following screen:



- Click on the “Change or set up forgotten password help” option as indicated by the arrow in the above screen print.
- You will then be brought to the following screen:

CT.gov State of Connecticut

Favorites Main Menu > My System Profile

[My HR](#) [Core-CT Help](#)

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question: 

Select from the list of questions.

Response:

- Once at the above screen you will have the option to pick a password recovery question. In order to do so click on the triangle option as indicated by the above arrow and select your desired question.
- In the “Response” box enter the answer to your question.
- Click on the “OK” button
- You will then be brought to the following screen:

Password

[Change password](#)

[Change or set up forgotten password help](#)

[Miscellaneous User Links](#)

| Primary Email Account | Email Type | Email Address |
|-------------------------------------|------------|------------------|
| <input checked="" type="checkbox"/> | Business | crattyf@wcsu.edu |

IM Information

| Protocol | XMPP Domain | UserID | Password |
|----------|----------------------|----------------------|----------------------|
| XMPP | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- At this point verify that the email address listed above is you WCSU email address. If this is not the case blank out what is there and enter the correct email address.

- Verify that the “Email Type” is set to **Business** and that the box is checked under the “Primary Email Account.”
- Click on the “Save” button