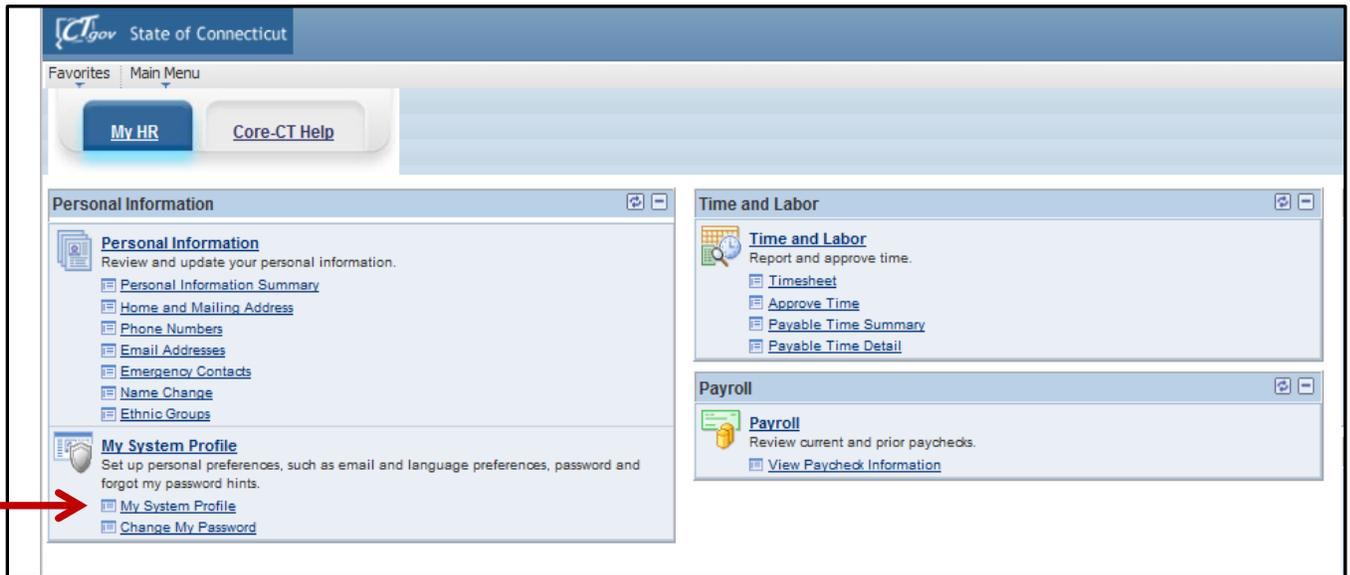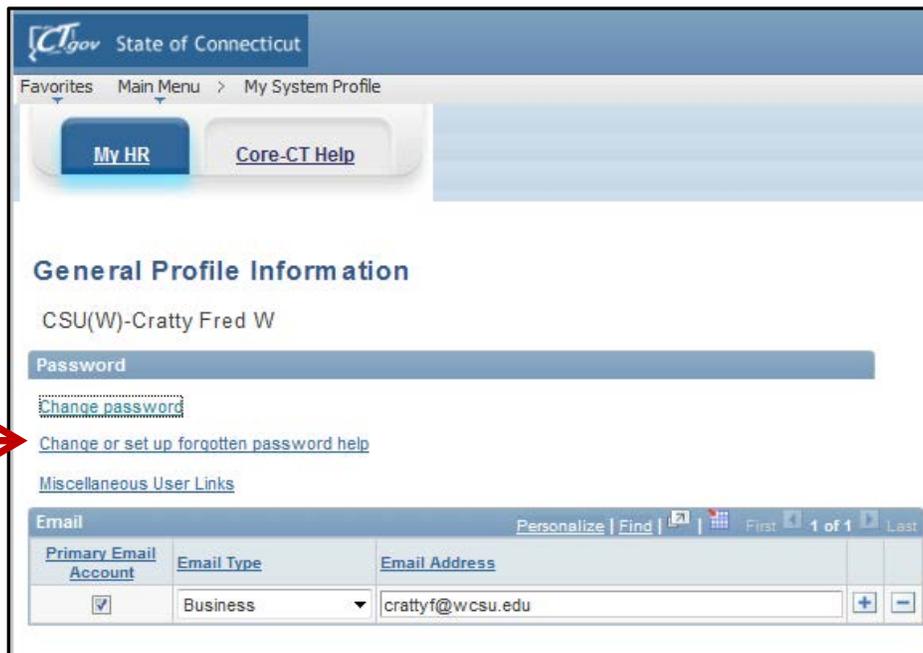## Setting Password Recovery



- 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:

- 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:



- 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