
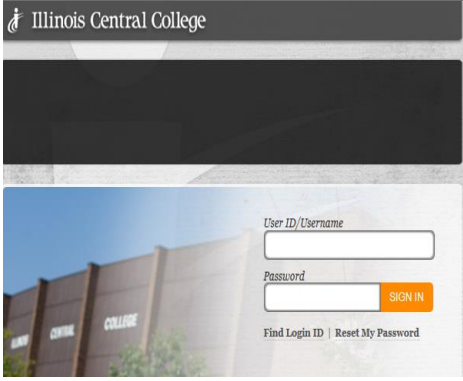
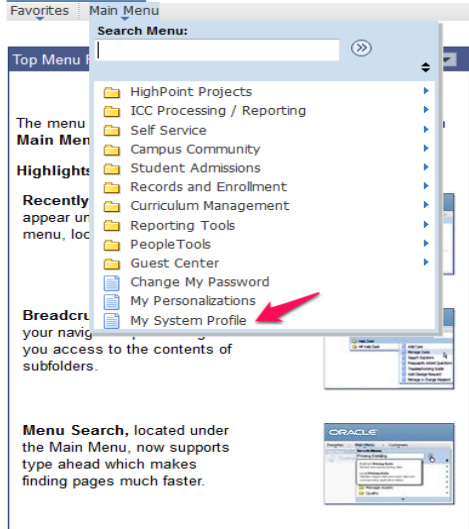


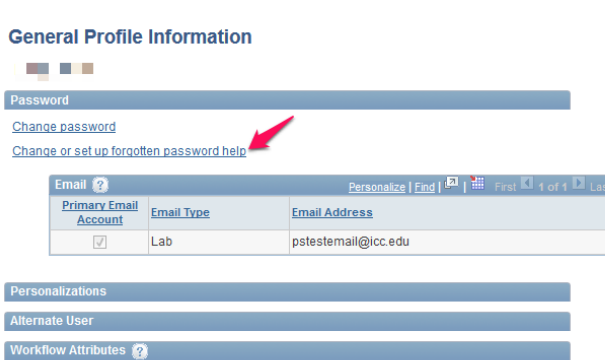
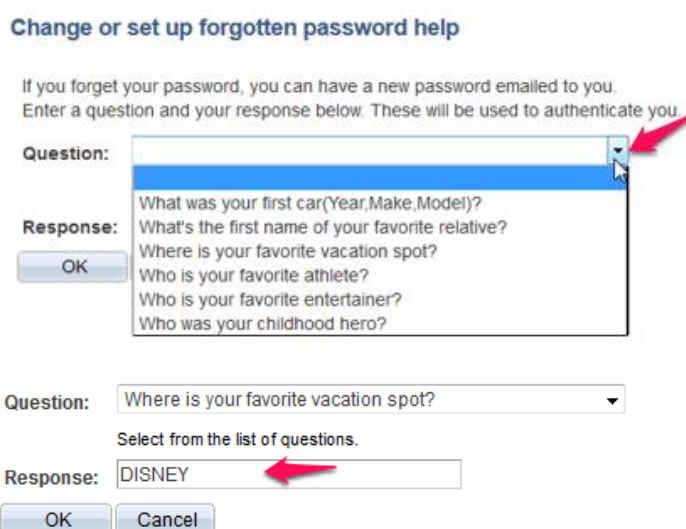
Setup Security Question to use “Forgotten Password” feature in PeopleSoft Campus Solutions

Quick Reference Guide

Instructions to Setup your Security Question to use “Forgotten Password” feature in PeopleSoft Campus Solutions for Faculty and Staff.

1.	Login to Campus Solutions through ICC Intranet (ICCNET) and click on Campus Solutions Production.
	<p>PEOPLESOFT</p> <ul style="list-style-type: none"> - MyHR — Employee Self Services - ePayroll Guidelines - Desktop Computer [pdf] - Training Documentation [pdf] - Quick Reference Guide [pdf] - Finance System Login - Campus Solutions Production  - PeopleSoft Training Materials
2.	Enter your UserID/Username and password.
	
3.	Once logged in, navigate to My System Profile under Main Menu
	 <p>Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.</p>

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4.	<p>Click on Change or set up forgotten password help</p>						
	 <p>General Profile Information</p> <p> <input type="password"/> Password Change password Change or set up forgotten password help </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Primary Email Account</th> <th>Email Type</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Lab</td> <td>pstestemail@icc.edu</td> </tr> </tbody> </table> <p> <input type="text"/> Personalizations <input type="text"/> Alternate User <input type="text"/> Workflow Attributes </p>	Primary Email Account	Email Type	Email Address	<input checked="" type="checkbox"/>	Lab	pstestemail@icc.edu
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Lab	pstestemail@icc.edu					
3.	<p>Select a question from the list provided by clicking the down arrow. Type your answer in the Response box (not case sensitive). Click on “OK” button to save.</p>						
	 <p>Change or set up forgotten password help</p> <p>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.</p> <p> Question: Where is your favorite vacation spot? </p> <p> Response: <input style="width: 150px;" type="text" value="DISNEY"/> </p> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>						
4.	<p>Process Complete</p>						