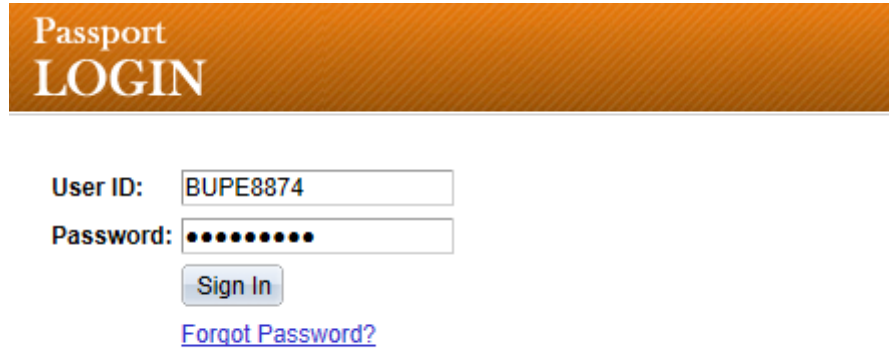


How to Set up Security Question and Answer

- a) Login to PASSPORT by entering your User ID and Password and click the Sign In button



The image shows a login form with an orange header. The header contains the text "Passport LOGIN". Below the header, there are two input fields: "User ID:" with the value "BUPE8874" and "Password:" with a masked password of ten dots. Below the password field is a "Sign In" button and a blue link labeled "Forgot Password?".

- b) Click Student Center link



The image shows a "Student Services" menu with a dark red header. Below the header, there are two menu items. The first item is "Student Email Link" with an email icon and the text "Please click this link to get to your email". The second item is "Student Center" with a person icon and the text "Use the student center to enroll and access your personal information." The "Student Center" link is circled in red.

c) Expand the Question list

Set up Forgot Password Security Question and Answer

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:

What was the name of your High School Mascot?



***Response:**

Save

d) Select a question from the list

Set up Forgot Password Security Question and Answer

If you forget y

Enter a quest

Question:

***Response:**

What City did you grow up in?

What is the name of your favorite teacher?

What is your Major?

What is your Mother's Maiden name?

What is your favorite subject?

What was the name of your High School Mascot?

What was your favorite pet's name?

Where do you currently work?

Where do you plan on transferring too?

Where were you born?


Save

- e) Enter an answer in the Response Field and click the Save button. You will be redirect to Student Center.

Set up Forgot Password Security Question and Answer

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: 

***Response:** 