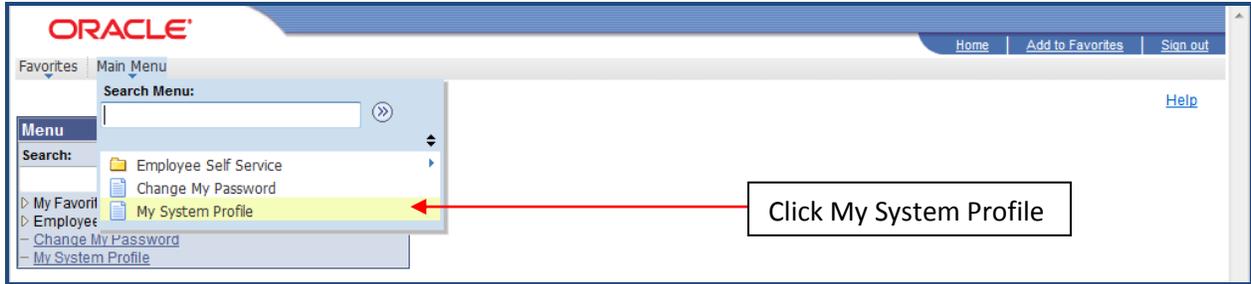


Step-by-Step Guide for My System Profile

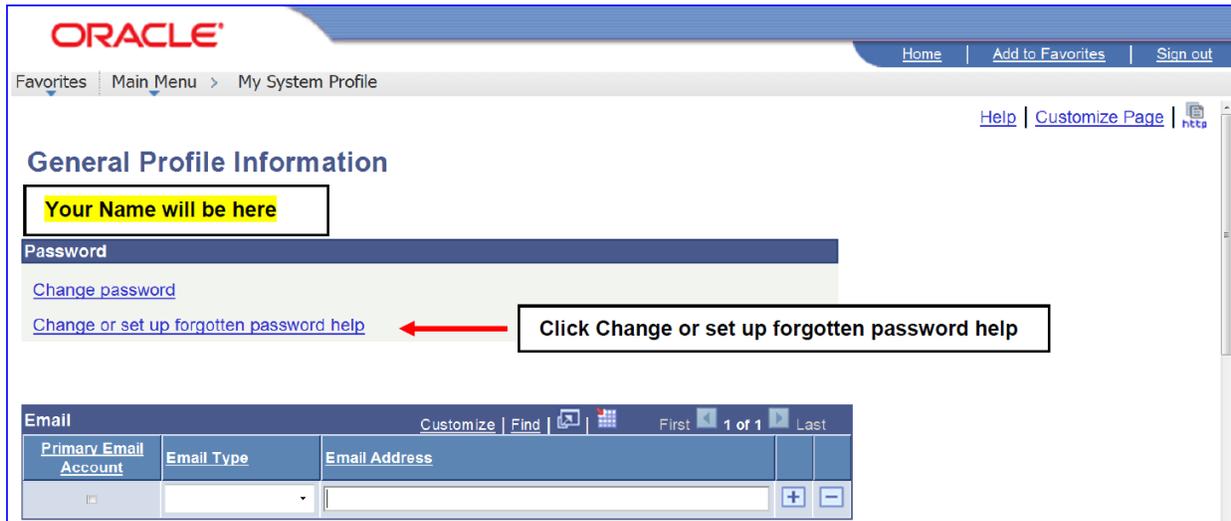
There are passwords for everything these days, and sometimes we forget them. To make it easier to retrieve your password at a later date if you've forgotten it, you should set up your system profile before doing anything else in VTHR.

Log in to your VTHR Account

Click on the Main Menu and then click on My System Profile



The General Profile Information page will be displayed for you



Step-by-Step Guide for My System Profile

When you click the Change or set up forgotten password help link you will be taken to the following page

The screenshot shows the Oracle 'Change or set up forgotten password help' page. The page has a blue header with the Oracle logo and navigation links: Home, Add to Favorites, and Sign out. Below the header is a breadcrumb trail: Favorites | Main Menu > My System Profile. On the right side, there are links for Help, Customize Page, and http. The main content area is titled 'Change or set up forgotten password help' and contains the following text: '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.' Below this text are three input fields: a 'Question:' dropdown menu, a 'Response:' text box, and two buttons: 'OK' and 'Cancel'. Three numbered steps are overlaid on the page with red arrows pointing to the corresponding elements: Step 1 points to the dropdown arrow, Step 2 points to the response text box, and Step 3 points to the OK button.

Step 1: Click the down-arrow to see the list of questions to choose from, select a question by clicking on it

Step 2: Type the answer to the question you selected

Step 3: Click OK when finished

- Step 1:** Click the down-arrow to see a listing of questions you can pick as your personal question. Click a question in the listing to select it.
- Step 2:** Type the answer to the question in the “Response” field
- Step 3:** Click the “OK” button

Should you ever need a password in the future, the system will use the question you selected here as an identifying question to verify your account belongs to you when you click „I forgot my password“. The system will expect you to answer the question validating your answer when you click „I forgot my password“ against the Response you have given on this page.

You will be taken back to the General Profile Information page when you click the “OK” button

Step-by-Step Guide for My System Profile

You must now indicate on the General Profile Information page where the system should email a new password if you ever click “I forgot my password”.

General Profile Information

Your name will be here

Password

[Change password](#)

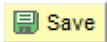
[Change or set up forgotten password help](#)

Email			Customize	Find	First	1 of 1	Last
Primary Email Account	Email Type	Email Address					
<input type="checkbox"/>	▼						+ -

Step 1: The Primary Email Account box must be checked

Step 2: Select an Email Type. Click the down-arrow to see a list of values

Step 3: Type in the email address where you would want a new password sent if you forget your password

 Save

Step 4: Click the Save button to save your work

Your profile has been set up. If you ever forget your password you will now be able to ask the system for a new one by clicking the link at the Employee Log In page titled „I forgot my Password“.

Note: The forgotten password link will only work if you choose it BEFORE the 3rd attempt at login.