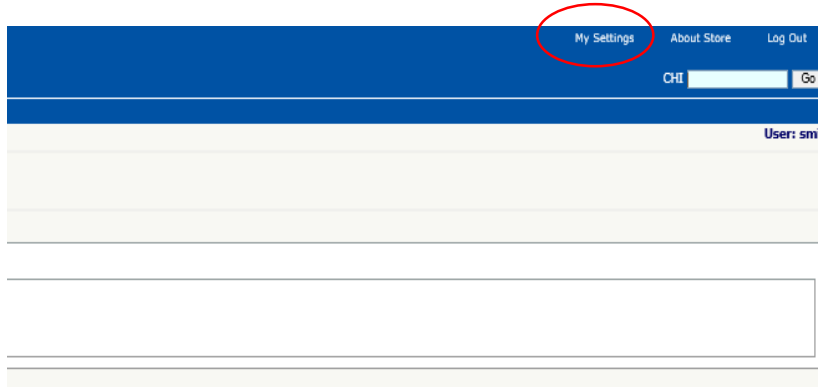


ECS – Setting Up Security Questions

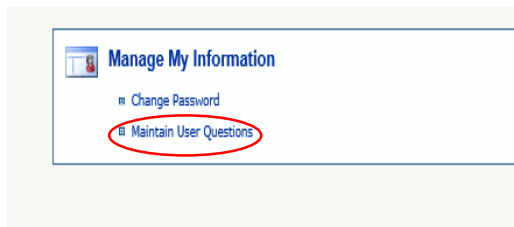
To enable you to use the password reset option on ECS you must first set up 3 security questions.

This is how you do this:

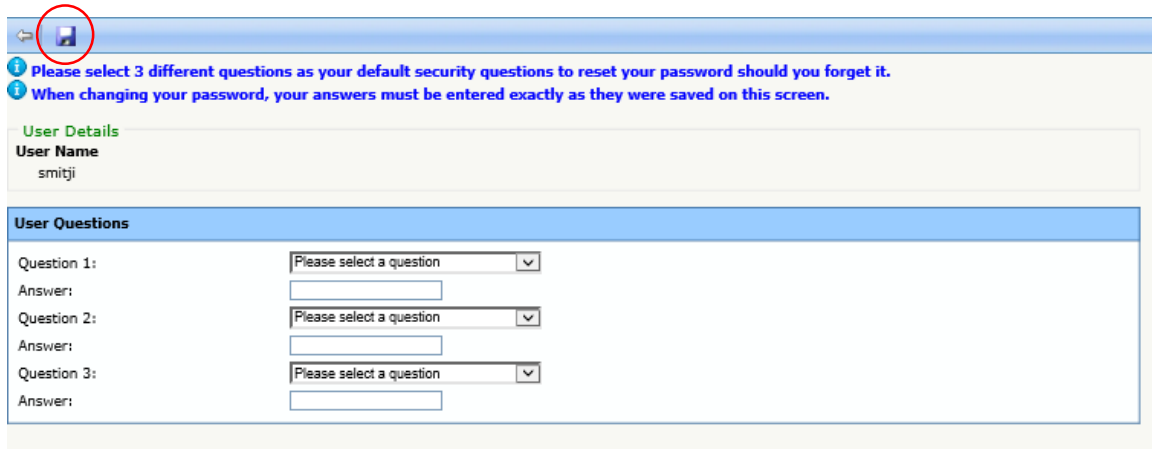
- Login to ECS
- Click on **My Settings** – top right of the ECS screen



- The following screen will appear:
- Click on **Maintain User Questions**



- Select each question in turn and fill in the appropriate answer.

A screenshot of the 'User Questions' setup screen. The screen has a blue header with a 'Save' icon circled in red. Below the header are two informational messages: 'Please select 3 different questions as your default security questions to reset your password should you forget it.' and 'When changing your password, your answers must be entered exactly as they were saved on this screen.' Below the messages is a section titled 'User Details' with the text 'User Name: smitji'. Below that is a section titled 'User Questions' with three rows. Each row has a dropdown menu for selecting a question and a text input field for the answer. The dropdown menus are labeled 'Please select a question'.

- Once all 3 question have been selected and you have filled in your answers. Click on Save Icon –Top left of screen