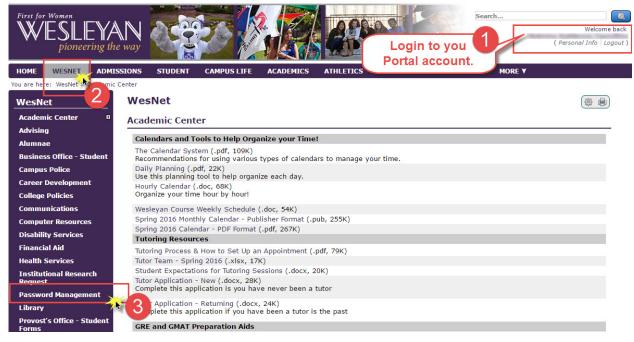


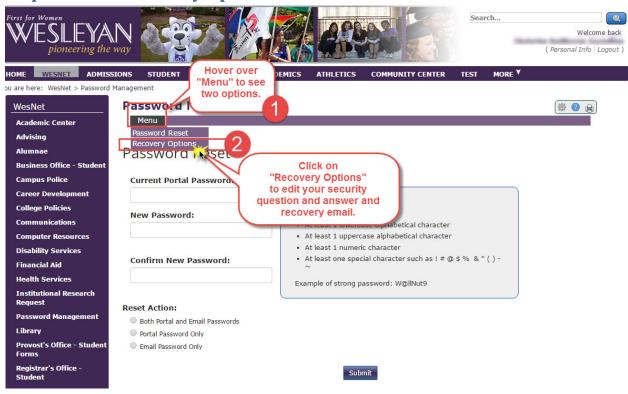
Guide on how to edit your recovery question/answer and recover email

- **Step 1:** Login to your Portal account
 - o You need to be logged in in order to edit your recovery options
- **Step 2:** Go to <u>Password Management</u> portlet
- **Step 3:** Go to "Recovery Options"
 - o Hover over "Menu"
 - o Click on "Recovery Options" link
- **Step4:** Edit your recovery options
 - Pick meaningful question
 - Type in your answer (make sure not to make typos)
 - o Provide non-Wesleyan recovery email.
 - If you don't have non-Wesleyan email, you can create one for free from here.

Step 1 & 2: Login to your Portal account and go to Password Management



Step 3: Go to "Recovery Options"



Step 4: Edit your recovery options

