



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

- **Step 1:** Login to your Portal account
 - You need to be logged in in order to edit your recovery options
- **Step 2:** Go to [Password Management](#) portlet
- **Step 3:** Go to “Recovery Options”
 - Hover over “Menu”
 - Click on “Recovery Options” link
- **Step 4:** Edit your recovery options
 - Pick meaningful question
 - Type in your answer (make sure not to make typos)
 - 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

The screenshot shows the Wesleyan College website interface. At the top, there is a navigation bar with links: HOME, WESNET, ADMISSIONS, STUDENT, CAMPUS LIFE, ACADEMICS, ATHLETICS, and MORE. A search bar is located on the right. Below the navigation bar, a banner area displays various images. A red box labeled '1' highlights the 'Login to your Portal account.' button in the top right corner. Below the banner, a sidebar menu on the left lists various services. A red box labeled '2' highlights the 'Password Management' link in this sidebar. The main content area, titled 'WesNet Academic Center', displays various resources and links. A red box labeled '3' highlights a link in the 'Tutoring Resources' section.

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Search...

Welcome back
(Personal Info | Logout)

Login to your Portal account. 1

HOME WESNET ADMISSIONS STUDENT CAMPUS LIFE ACADEMICS ATHLETICS MORE ▼

You are here: WesNet > Academic Center

WesNet 2

Academic Center

Calendars and Tools to Help Organize your Time!

The Calendar System (.pdf, 109K)
Recommendations for using various types of calendars to manage your time.

Daily Planning (.pdf, 22K)
Use this planning tool to help organize each day.

Hourly Calendar (.doc, 68K)
Organize your time hour by hour!

Wesleyan Course Weekly Schedule (.doc, 54K)
Spring 2016 Monthly Calendar - Publisher Format (.pub, 255K)
Spring 2016 Calendar - PDF Format (.pdf, 267K)

Tutoring Resources

Tutoring Process & How to Set Up an Appointment (.pdf, 79K)
Tutor Team - Spring 2016 (.xlsx, 17K)
Student Expectations for Tutoring Sessions (.docx, 20K)
Tutor Application - New (.docx, 28K)
Complete this application if you have never been a tutor

Application - Returning (.docx, 24K)
Complete this application if you have been a tutor in the past

GRE and GMAT Preparation Aids

3

Step 3: Go to "Recovery Options"

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HOME WESNET ADMISSIONS STUDENT **DEMICs** ATHLETICS COMMUNITY CENTER TEST MORE ▾

you are here: WesNet > Password Management

WesNet

- Academic Center
- Advising
- Alumnae
- Business Office - Student
- Campus Police
- Career Development
- College Policies
- Communications
- Computer Resources
- Disability Services
- Financial Aid
- Health Services
- Institutional Research Request
- Password Management
- Library
- Provost's Office - Student Forms
- Registrar's Office - Student

Password Management

Menu

Password Reset

Recovery Options

Current Portal Password:

New Password:

Confirm New Password:

Reset Action:

- ☐ Both Portal and Email Passwords
- ☐ Portal Password Only
- ☐ Email Password Only

Submit

Hover over "Menu" to see two options.

Click on "Recovery Options" to edit your security question and answer and recovery email.

At least 1 lowercase alphabetical character

- At least 1 uppercase alphabetical character
- At least 1 numeric character
- At least one special character such as ! # @ \$ % & * () - ~

Example of strong password: W@llNut9

Step 4: Edit your recovery options

Password Management

Menu

Recovery Settings

Please select a security question:

Which was the first foreign country you visited?

Security answer:

Recovery Email:

Confirm Recovery Email:

Submit

Pick a meaningful question.

Provide the answer. Make sure you make no typos.

Provide non-Wesleyan recovery email.

Recovery Options explanation

Security question and recovery email are needed to be able to reset your Portal password in the case you forget it.