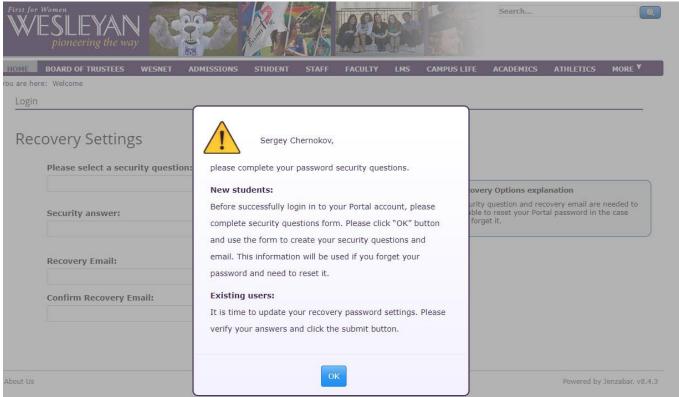


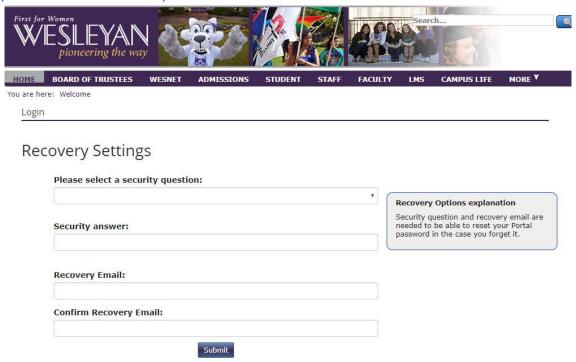
Guide on how to update or save your password recovery answers

- **Step 1:** When prompted to update/save your security answers, click "OK"
- **Step 2:** Fill out the form
 - Select security question
 - o Type security answers
 - o Enter non-Wesleyan recovery email
 - If you don't have alternative email, you can quickly sign up for a free here
 - This recovery email will be used to send you a verification code that is required to recover your Portal password (in the case you forget it). It is critical that you maintain access to this email so that you can receive the verification code.
- **Step 3:** Submit the form
- **Step 4:** Continue using Portal

Step 1: When prompted to update/save your security answers, click "OK"



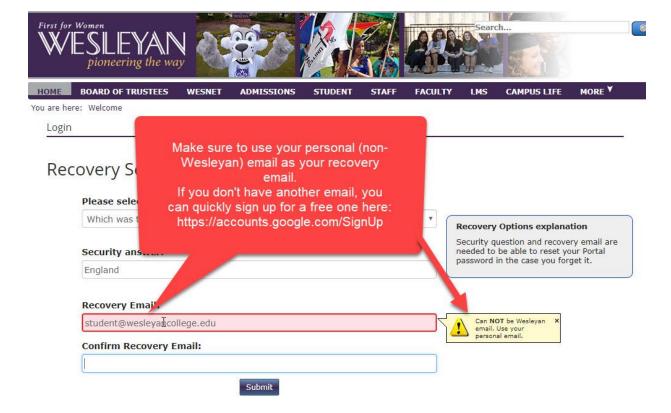
Step 2-a: Fill out the form: provide answers



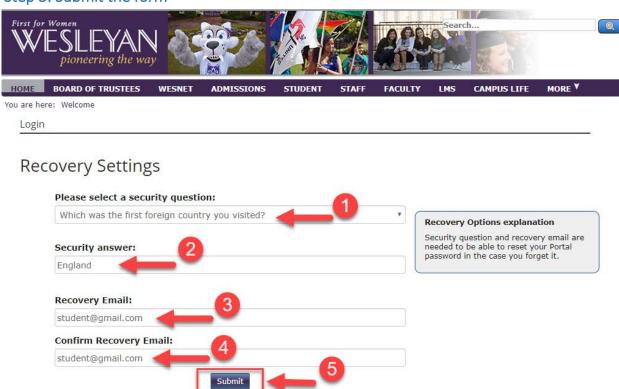
Step 2-b: Use non-Wesleyan recovery email

Make sure to use your personal (non-Wesleyan) email as your recovery email. If you don't have another email, you can quickly sign up for a free here: https://accounts.google.com/SignUp

This recovery email will be used to send you a verification code that is required to recover your Portal password (in the case you forget it). It is critical that you maintain access to this email so that you can receive the verification code.



Step 3: Submit the form



Step 4: Continue using Portal

