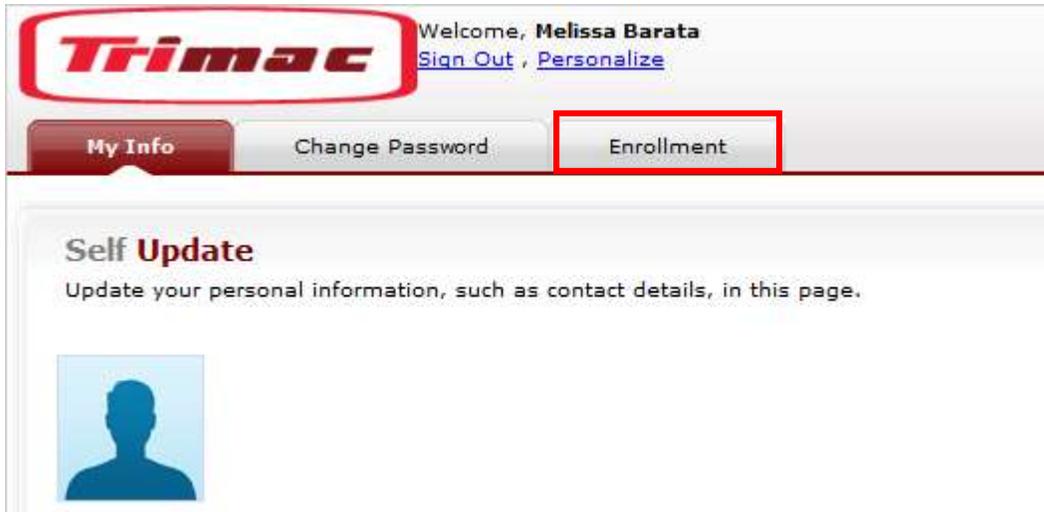
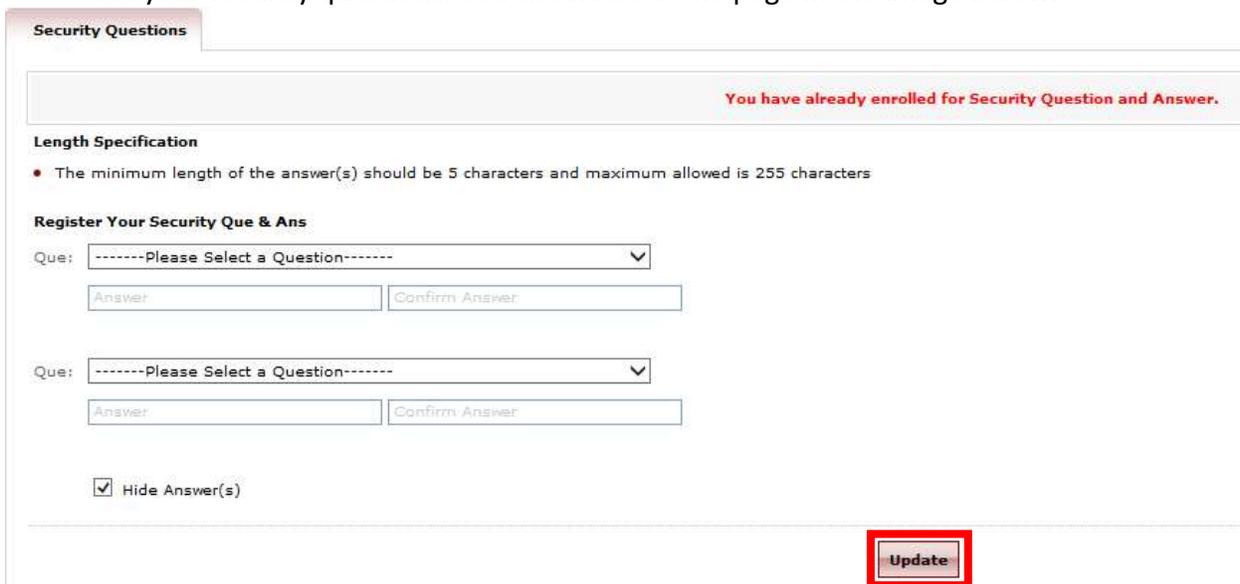


How to Change Your Security Questions and Answers

1. On your AD Self Service Plus homepage, click the tab that says “Enrollment” in the top left corner.



2. Once there, you should be taken to the same page that you were at when you initially set your security questions. You should be at the page in the image below:

A screenshot of the "Security Questions" page. At the top, it says "Security Questions". Below that is a red message: "You have already enrolled for Security Question and Answer." Underneath is a "Length Specification" section with a bullet point: "The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters". The main section is titled "Register Your Security Que & Ans" and contains two identical question entry forms. Each form has a dropdown menu for "Que:" with the text "-----Please Select a Question-----", an "Answer" input field, and a "Confirm Answer" input field. At the bottom left, there is a checked checkbox labeled "Hide Answer(s)". At the bottom right, there is a red-bordered "Update" button.

3. Insert two questions and corresponding answers. Once complete, click “Update” (in the red box in the screenshot above).
4. Your security questions are now updated. This will overwrite your previous questions and answers.