

Set Up Challenge Questions and Reset Password

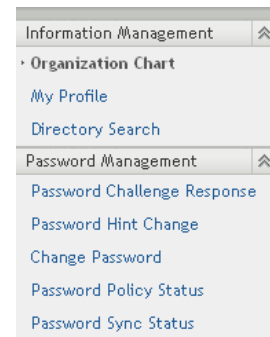
- Using a web browser (i.e. Mozilla Firefox, Internet Explorer) navigate to:

<http://www.valpo.edu/it/valponet>

- Using your username and I.D. number as your password, log into the ValpoNet Identity Manager.
- Once logged in, click the **Password Challenge Response** link.
- Fill in each Question and Response field.



When you choose your User Defined Challenge Questions, be sure to select a question that only you will be able to answer correctly. The answers you define for any of the questions do you need to be true and are not case-sensitive. For example, you may create the challenge question, "What color is the sky?" and define the answer as "green"; just be sure that you can recall the answer you define.



- When you are finished click the **Submit** button. This will save your security Questions and Responses.

It is advisable to change your password from your I.D. number.

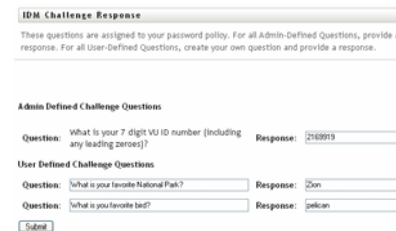
- Click on the **Change Password** link.

Important things to remember about passwords:

- ◆ Passwords are case-sensitive.
- ◆ Passwords must be between 6 and 15 characters in length.
- ◆ Passwords must contain at least 1 numeric character. Passwords may contain special characters.

Re-set password:

- Enter your I.D. Number in the **Old password** field.
- Enter your new password in both the **New password** and **Retype password** fields.
- Click the **Submit** button.



Old password:

New password:

Retype password: