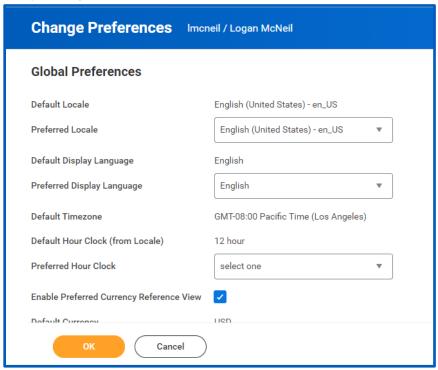# Getting Started: Set Passwords and Account Preferences

SET UP ACCOUNT PREFERENCES

You can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.
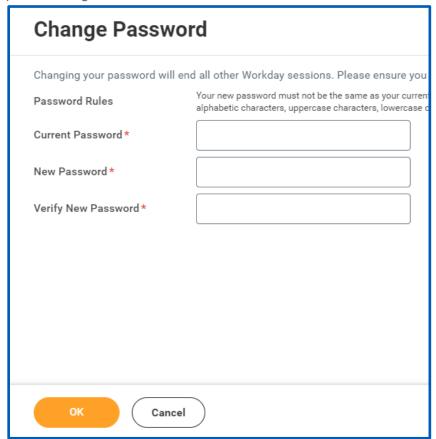
1. Select your **Profile**, then **My Account** and **Change Preferences**.

2. Change any of the field settings on the Change Preferences page that your organization permits.

3. Select **OK**.

CHANGE YOUR PASSWORD

1. Select your **Profile**, then **My Account**, and **Change Password**.

2. Select the **Current Password** field and enter the current password.

3. Select the **New Password** field and enter the new password.

4. Select the **Verify New Password** field and enter the new password again.

5. Select **OK**.

Note: You will need to create three challenge questions when you first sign in. You can modify the challenge questions at any time.

MANUALLY CHANGE YOUR PASSWORD CHALLENGE QUESTIONS

If you forget your password, you need to answer the challenge questions before you can reset it.

1. Select your **Profile**, then **My Account** and **Manage Password Challenge Questions**.

2. In the **Select the First Security Challenge Question** field, select the pull-down menu and choose a challenge question.

3. Select the **New Answer** field and enter an answer.

4. Repeat these steps for the remaining challenge question and answer fields.

Manage Password Challenge Questions

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember.

Select the First Security Challenge Question *   What city were you born in (City nam... ▼

New Answer   *   [   ]

Select the Second Security Challenge Question *   What was the name of your first pet? ▼

New Answer   *   [   ]

Select the Third Security Challenge Question *   What is your maternal grandmother's... ▼

New Answer   *   [   ]

[OK]   (Cancel)

5. Select **OK**.

CHANGE YOUR PASSWORD FOR IPHONE AND IPAD

From the Home page:

1. Select your **Profile**.

2. Select **Login and Security**.

3. Select **Change Password**.

4. Select the **Current Password** field and enter the current password.

5. Select the **New Password** field and enter the new password.

6. Select the **Verify New Password** field and enter the new password again.

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7. Select **OK** to confirm the change.

SIGN OUT FOR IPHONE AND IPAD

From the Home page:

1. Select your **Profile**.

2. Select **Sign Out**.