

## Password Help - Set Up Password Security Questions

Step	Action
1.	<p><b>Overview</b></p> <p>These instructions show you how to set up password security questions and enter a non-GFU email address so that you can reset your password automatically if you forget your MyGFU password.</p>
2.	<p><b>Logging in:</b></p> <p>Begin by opening a browser. Navigate to <a href="http://mygfu.georgefox.edu">mygfu.georgefox.edu</a>. (Don't type http or www in the address -- just <a href="http://mygfu.georgefox.edu">mygfu.georgefox.edu</a>).</p> <p>Log in with your regular George Fox username and password.</p>
3.	<p>In the <b>Account Management</b> block, usually in the lower left of your MyGFU home page, click the <b>Password Reset Questions</b> link.</p>
4.	<p>You'll choose two self-service security questions and enter the answers. In the first question dropdown box, choose a question.</p>
5.	<p>Enter the answer to the first question into the <b>Answer</b> field below the first question.</p>
6.	<p>You'll also need to enter a valid non-GFU e-mail address so that your new password can be e-mailed to you automatically by the system.</p> <p>Enter your non-GFU e-mail address into the <b>Non-GFU Email</b> field.</p>
7.	<p>Click the <b>Save</b> button to save your responses.</p>
10.	<p>You'll see a message that the save was successful.</p> <p>In the future, if you forget your MyGFU password, click the <b>Forgot Password</b> button on the MyGFU login screen.</p> <p>You'll be prompted to answer the two password questions, and MyGFU will e-mail a new random password to all of your non-GFU e-mail addresses that are saved in MyGFU.</p>