Set Up Your Security Question

Depending on how your organization accesses EMResource, you may be able to set up security questions that will help you reset your password in case you forget it.

If you do not set up the security question and you forget your password, you will need to contact your administrator and request that they reset your password.

To set up or update your security question

1. In the main menu, click **Preferences** and, in the list, select **Security Question**. The *Security Question and Answer* page opens.
2. In the **Question** list, select a predefined security question.
3. For **Answer**, enter your answer for the selected question.
4. For **Email Address**, enter or update your email address.
5. Click **Save**.
6. On the upper right, click **close**.