

## MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO CHANGE SECURITY QUESTION AND ANSWER

To change your security question and answer, do the following steps:

1. From the My Page Tab, Click the **Change Question and Answer** button, which opens the Change QA page.



This screenshot shows the 'My Page' tab selected in the Staff Portal. The breadcrumb trail is 'Home > My Page > Edit'. The 'Edit Preferences' section contains fields for Username (MSMITH), Middle name (E), Email address (msmith@cslu.org), Application Style (Menu on Left), First name (MAGGIE), Last name (SMITH), Number of rows to display in a grid (10), and Application Theme (Blue). Below this is a table for 'Periodic Email Notifications' with columns for Type, Frequency, Start Time, and Last Time Email Sent. At the bottom right, there are buttons for 'Save', 'Cancel', 'Change Passwo', and 'Change Question and Answer'. The 'Change Question and Answer' button is circled in red.



This screenshot shows the 'Change Question And Answer' page. The breadcrumb trail is 'Home > My Page > Change QA'. The form contains three fields: 'Current password', 'Authentication Question' (with a dropdown menu showing 'What is the name of your favorite pet?'), and 'Authentication Answer'. At the bottom right, there are buttons for 'Save' and 'Cancel'. The 'Save' button is circled in red.

2. Enter your current password in the **Current Password** field.
3. Select a question from the **Authentication Question** field.
4. Enter an answer in the **Authentication Answer** field.
5. Click the Save button and you will be returned to the *My Page* area.