

## SET UP PASSWORD HINT

This will allow us to authenticate who you are and for you to receive a new password via email in the event that you forget your old one.

1. Log on to the CampusConnection Portal
2. Click My System Profile
3. Click on Change or setup forgotten password help
4. Click the magnify glass to see the choices of help questions or type in your own question.
5. Type the answer to the question in the response field.
6. Click OK

### **Note:**

The password will be sent to the preferred e-mail address you have selected.

Under Personal Information....

click on Student Center, then Demographic Data and email addresses.