

NetID Management

Updating your Security Questions

Introduction

It is good practice to update your security questions periodically. These questions are used for recovering a forgotten or expired password. This self-help document will step you through how to change your security questions.

Updating your Security Questions

1. From your favorite browser type **towson.edu/netid**.
2. Under the **Manage NetID** section, click the **Manage** link.

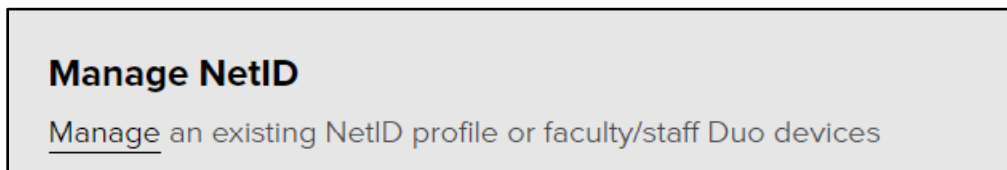


Figure 1

3. Enter your **Username (NetID)** and **Password** on the **Towson University Authenticated Login** screen and click **Login**.

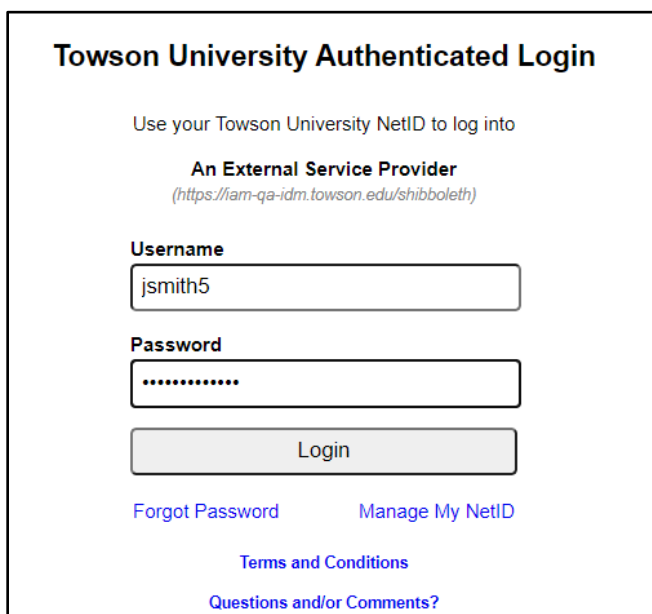


Figure 2

4. Click the **SECURITY QUESTIONS** tab at the top of the window. You will see your existing security questions tied to your NetID.
5. Click the **Pencil** icon next to the question you would like to change.

6. From the drop-down menu, you can now **select** a different question.

KL Ⓢ Changing the question will remove the existing answer.

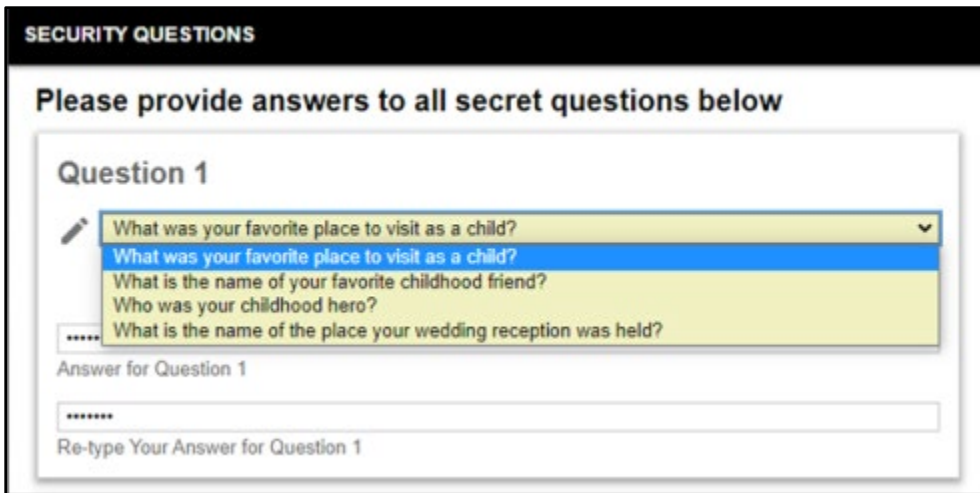


Figure 4

7. To answer a question, type your answer in box above **Answer for Question #** box and then confirm the answer by typing it again in the **Re-type Your Answer for Question #** box. Answers are **not** case-sensitive. If you click on the **SHOW ANSWERS** button at the bottom of the page, all answers will appear in lower case.

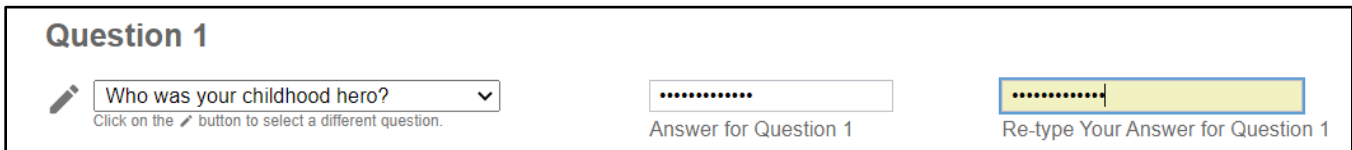


Figure 3

8. Repeat the process for Questions 2 and 3.

9. Note the buttons at the bottom of the page. You can **RESET ANSWERS**, **CLEAR ALL**, and **SHOW ANSWERS**.



Figure 4

10. When you have set all your security questions, click **SAVE** at the bottom of the screen.

Logout

Click the **Logout** button in the upper right-hand corner of the screen when finished.

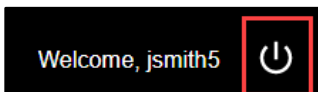


Figure 5