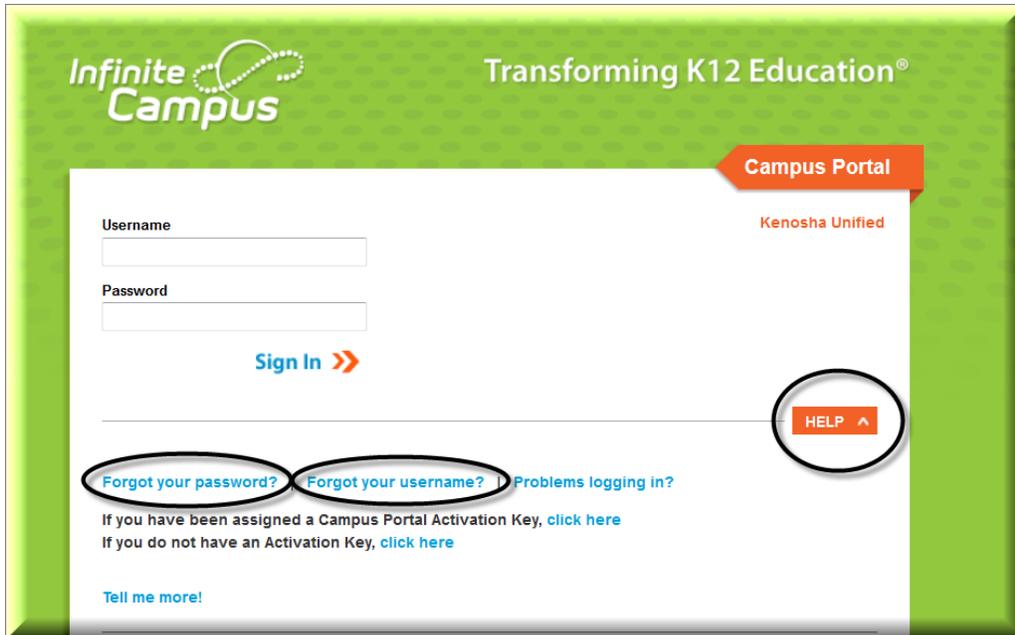Setting Security Preferences

- When Users log into the Portal they will be asked to update their security preferences. This may be skipped three times, however on the fourth time this information will be required. Users will be asked to choose likes and dislikes using pictures.
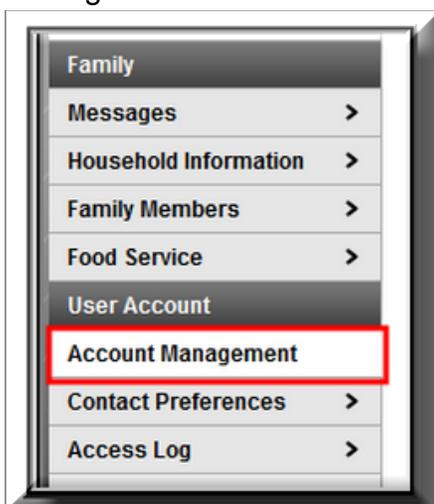
Forgot Password/User Name

- Click Help on the Campus Portal main screen
- Select either Forgot Your Password or Forgot Your Username
- Information will be emailed to the User
- Users will be asked to enter 4 of their likes/dislikes and reset their password. The password must be 8-10 characters long and it is recommended to include a capital letter and number.
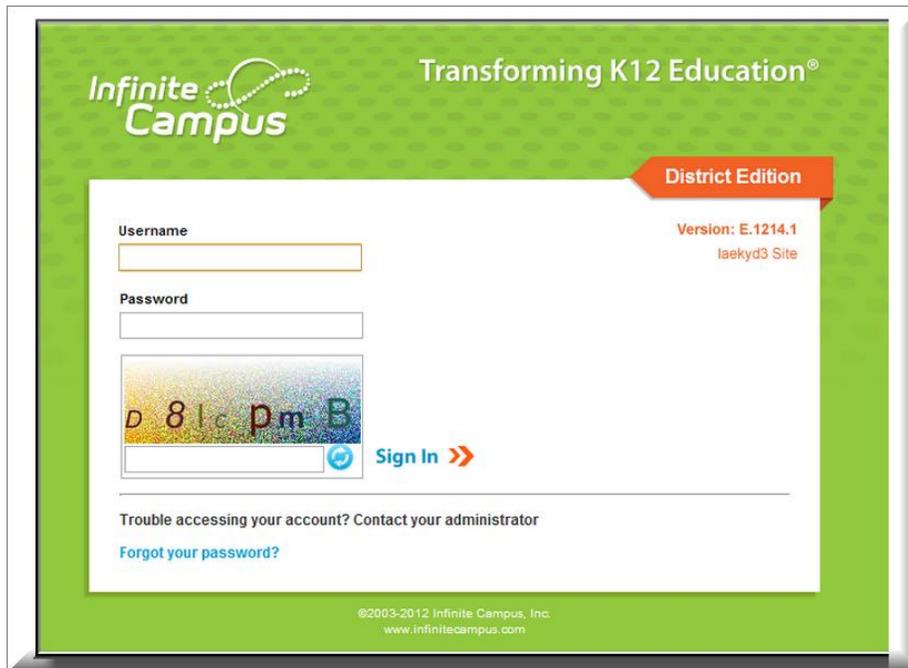

Portal User Account Management

- Users can change their security preferences in the Portal in Account Management. Users can change their password and their likes and dislikes.

Incorrect Log in Attempts

- Users who incorrectly enter their log in information multiple times will be required to a CAPTCHA to be able to log in. Once the user name, password, and CAPTCHA have been entered correctly one time the log in will return to normal.