

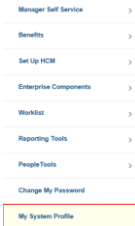




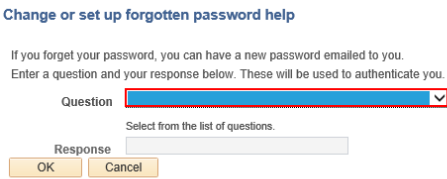
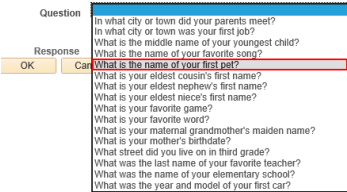
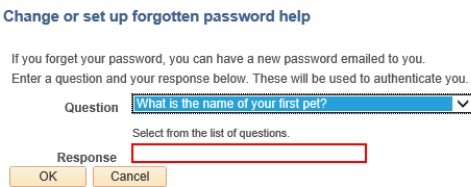
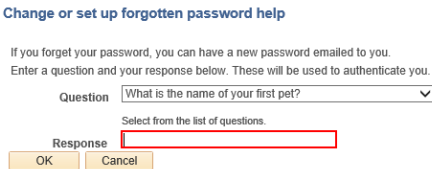
## Using My System Profile

Step	Action
1.	<p>Click the <b>NavBar</b> button.</p> 
2.	<p>You can access the <b>My System Profile</b> page using <b>Navigator</b> or from the <b>Main Menu</b> on your classic home page.</p> <p>For this example, you will use <b>Navigator</b>.</p>
3.	<p>Click the <b>Navigator</b> button.</p> 
4.	<p>Click the <b>My System Profile</b> menu.</p> 
5.	<p>The <b>General Profile Information</b> page displays.</p> <p>You can use this page to access the <b>Change Password</b> page. The page is also used to work with your forgot password questions.</p> <p>You do not need to change or enter any values on this page.</p> <p>Start with reviewing the change password page.</p>





Step	Action
6.	<p>Click the <b>Change password</b> link.</p> <p>Don Smith</p> <p>Password</p> <p><b>Change password</b></p> <p><a href="#">Change or set up forgotten password help</a></p>
7.	<p>The <b>Change Password</b> page displays. You can use this page to change your current password:</p> <ol style="list-style-type: none"> <li>1. Enter your current password in the <b>Current Password</b> field</li> <li>2. Enter your new password in the <b>New Password</b> field</li> <li>3. Enter your new password in the <b>Confirm Password</b> field</li> <li>4. Click the <b>OK</b> button.</li> </ol> <p>Changing passwords is covered in other topics in Navigation training.</p> <p>Note you can also navigate directly to this page using the <b>Change My Password</b> link on the <b>Navigator</b> (Fluid and Classic pages) and/or on the <b>Main Menu</b> (Classic pages).</p> <p>For this topic, you will not change your password.</p>
8.	<p>Click the <b>Cancel</b> button.</p> <p>Change password</p> <p>Current Password <input type="text"/></p> <p>New Password <input type="text"/></p> <p>Confirm Password <input type="text"/></p> <p>OK Cancel</p>
9.	<p>Click the <b>Change or set up forgotten password help</b> link.</p> <p>General Profile Information</p> <p>Don Smith</p> <p>Password</p> <p><b>Change password</b></p> <p><b>Change or set up forgotten password help</b></p>



Step	Action
10.	<p>The <b>Change or set up forgotten password help</b> page displays.</p> <p>You can use this page to either change the question and/or answer that is used to authenticate you, if you forget your password if you have previously set up a forgot password question/response or to create one for the first time.</p> <p>Begin by selecting a question from the <b>Question</b> drop down list. You can only set up one forgot password question.</p>
11.	<p>Click the <b>Question</b> list.</p> 
12.	<p>Click the <b>What is the name of your first pet?</b> list item.</p> 
13.	<p>Next, you will enter the answer to the question you selected in the <b>Response</b> field. The answer you enter here will be used to authenticate you, if you need to reset your password after you have forgotten your password.</p>
14.	<p>Click in the <b>Response</b> field.</p> 
15.	<p>Enter the desired information into the <b>Response</b> field. Enter a valid value e.g. <b>"Buddy"</b>.</p> 



Step	Action
16.	<p>Click the <b>OK</b> button.</p> <p><a href="#">Change or set up forgotten password help</a></p> <p>If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authentic</p> <div><div>Question</div><div>What is the name of your first pet?</div></div> <div><div>Select from the list of questions.</div><div></div></div> <div><div>Response</div><div>Buddy</div><div>x</div></div> <div><div>OK</div><div>Cancel</div></div>
17.	Click the scrollbar.
18.	<p>Click the <b>Save</b> button.</p> <div><div><div>Primary Email Account</div><div>Email Type</div><div><input type="checkbox"/></div><div></div></div><div><div>IM Information</div><div><div>Protocol</div><div>XMPP Domain</div><div>UserID</div></div><div><div>XMPP</div><div></div><div></div></div></div></div> <div><div> Save</div></div>
19.	<p>Click the <b>Home</b> link.</p> <div><div> Home</div></div>
20.	<div><div>End of Procedure.</div></div>