GEORGE FOX UNIVERSITY

Password Help - Set Up Password Security Questions

Step	Action
1.	**Overview** These instructions show you how to set up password security questions and enter a non-GFU email address so that you can reset your password automatically if you forget your MyGFU password.
2.	**Logging in:** Begin by opening a browser. Navigate to **mygfu.georgefox.edu**. (Don't type http or www in the address -- just **mygfu.georgefox.edu**). Log in with your regular George Fox username and password.
3.	In the **Account Management** block, usually in the lower left of your MyGFU home page, click the **Password Reset Questions** link. Password Reset Questions
4.	You'll choose two self-service security questions and enter the answers. In the first question dropdown box, choose a question. In this example, we chose: "What is/was the name of your first pet?"
5.	Enter the answer to the first question into the **Answer** field below the first question. In this example, we entered "**Joe**".
6.	In the second question dropdown box, choose a question. In this example, we chose: "What is your father's middle name?"
7.	Enter the answer to the second question into the **Answer** field below the second question. In this example, we entered "**Joe**".
8.	You'll also need to enter a valid non-GFU e-mail address so that your new password can be e-mailed to you automatically by the system. Enter your non-GFU e-mail address into the **Non-GFU Email** field. In this example, we entered "**example@gmail.com**".
9.	Click the **Save** button to save your responses. Save

Step	Action
10.	You'll see a message that the save was successful. In the future, if you forget your MyGFU password, click the **Forgot Password** button on the MyGFU login screen. You'll be prompted to answer the two password questions, and MyGFU will e-mail a new random password to all of your non-GFU e-mail addresses that are saved in MyGFU.
11.	**End of Procedure.**