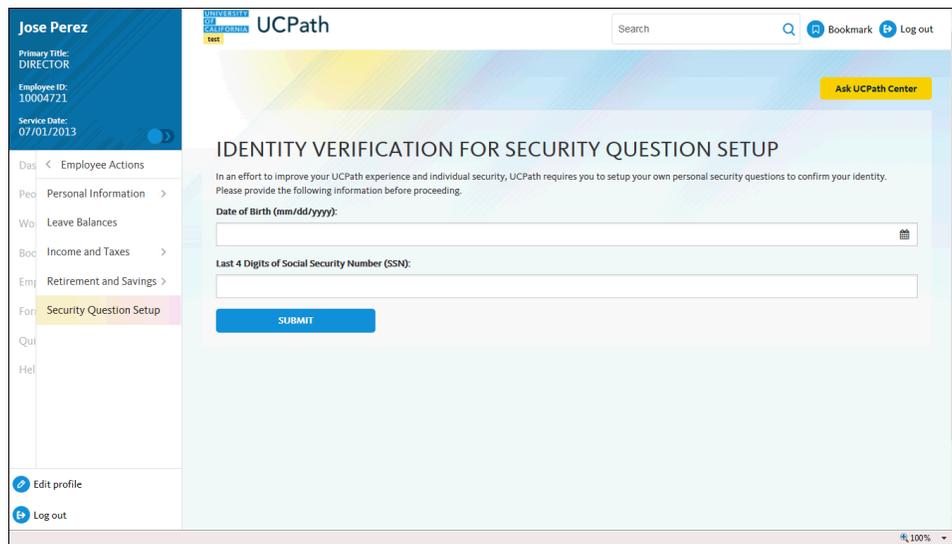


Use this task to set up security questions and answers. These questions provide increased security to protect against unauthorized access or changes to your financial, health benefits and personal information in UCPath.

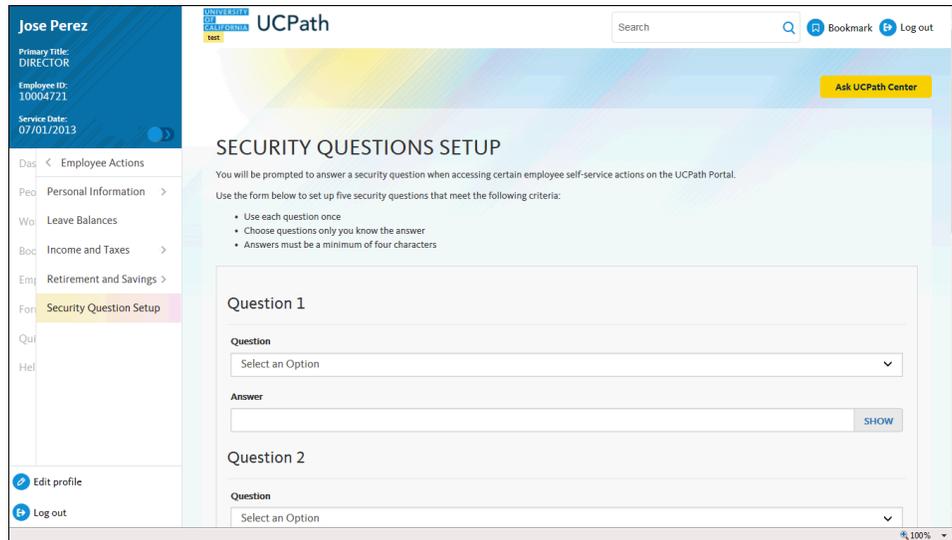
**Menu Navigation:** Employee Actions > **Security Question Setup**

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	To prevent unauthorized changes, UCPath prompts you to verify your identity by entering your date of birth and the last four digits of your Social Security number.
2.	Click in the <b>Date of Birth</b> field.
3.	The calendar displays today's date. The easiest way to enter a date for a previous year is to type it.  Enter the desired information into the <b>Date of Birth</b> field. For this example, enter <b>01/01/1970</b> .
4.	Your entry appears as a series of dots, but the calendar displays the date you typed. Click your date of birth.  For this example, click <b>1</b> . 
5.	Click in the <b>Last 4 Digits of Social Security Number (SSN)</b> field.
6.	Enter the desired information into the <b>Last 4 Digits of Social Security Number (SSN)</b> field. For this example, enter <b>8758</b> .

Step	Action
7.	<p>Your entry appears as a series of dots.</p> <p>Click the <b>Submit</b> button.</p> 



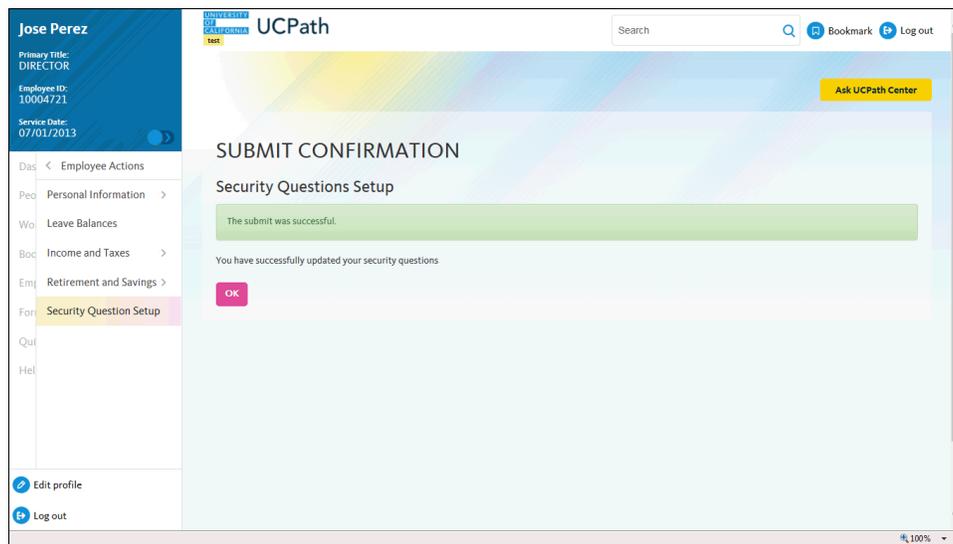
Step	Action
8.	The <b>Security Questions Setup</b> page appears. You must choose five questions from the question list and provide an answer for each question. Answers must be a minimum of four characters. The answer fields are not case sensitive.
9.	Click in the <b>Question 1</b> field.
10.	<p>Select a question for which only you know the answer.</p> <p>For this example, click the <b>What was the name of your favorite childhood pet?</b> list item.</p>
11.	Click in the <b>Answer 1</b> field.
12.	Enter the desired information into the <b>Answer 1</b> field. For this example, enter <b>Fluffy</b> .
13.	<p>Your answer appears as a series of dots.</p> <p>Click the <b>Show</b> button.</p> 
14.	The answer you typed appears. If necessary, make any changes.
15.	Click the scroll bar.

Step	Action
16.	Click in the <b>Question 2</b> field.
17.	Select a question for which only you know the answer.  For this example, click the <b>What is your favorite food?</b> list item.
18.	Click in the <b>Answer 2</b> field.
19.	Enter the desired information into the <b>Answer 2</b> field. For this example, enter <b>Popcorn</b> .
20.	Your answer appears as a series of dots.  Click the <b>Show</b> button.  
21.	The answer you typed appears. If necessary, make any changes.
22.	Click in the <b>Question 3</b> field.
23.	Select a question for which only you know the answer.  For this example, click the <b>Who is your childhood best friend?</b> list item.
24.	Click in the <b>Answer 3</b> field.
25.	Enter the desired information into the <b>Answer 3</b> field. For this example, enter <b>Molly</b> .
26.	Your answer appears as a series of dots.  Click the <b>Show</b> button.  
27.	The answer you typed appears. If necessary, make any changes.

Step	Action
28.	Click the scroll bar.

Step	Action
29.	Click in the <b>Question 4</b> field.
30.	Select a question for which only you know the answer.  For this example, click the <b>What city would you most like to live in?</b> list item.
31.	Click in the <b>Answer 4</b> field.
32.	Enter the desired information into the <b>Answer 4</b> field. For this example, enter <b>London</b> .
33.	Your answer appears as a series of dots.  Click the <b>Show</b> button.  
34.	The answer you typed appears. If necessary, make any changes.
35.	Click in the <b>Question 5</b> field.
36.	Select a question for which only you know the answer.  For this example, click the <b>What is your favorite hobby or past time?</b> list item.
37.	Click in the <b>Answer 5</b> field.
38.	Enter the desired information into the <b>Answer 5</b> field. For this example, enter <b>Swimming</b> .

Step	Action
39.	Your answer appears as a series of dots.  Click the <b>Show</b> button.  
40.	The answer you typed appears. If necessary, make any changes.
41.	Click the <b>Submit</b> button.  



Step	Action
42.	A confirmation message appears. An email is also sent to the preferred email address identified on your UCPath profile.  Click the <b>OK</b> button.  

Step	Action
43.	<p>You have set up security questions and answers. UCPath will randomly select and display one of your security questions when you view/update the following UCPath information:</p> <ul style="list-style-type: none"><li>* Direct deposit</li><li>* Paycheck</li><li>* W-2</li><li>* W-4 (state and federal)</li><li>* Benefits summary</li><li>* Dependent coverage</li><li>* Life events/benefits changes</li><li>* Enroll in benefits</li><li>* Personal information</li></ul> <p><b>End of Procedure.</b></p>