APPENDIX A1: Log into UCPath

Step 1: Complete Security Set-up Questions:

Navigation: Employee Actions > Security Questions Setup

Step 7: Enter Security Questions:

The Security Questions Setup 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.
SECURITY QUESTIONS SETUP

You will be prompted to answer a security question when accessing certain employee self-service actions on the UCPath Portal.

Use the form below to set up five security questions that meet the following criteria:

- Use each question once
- Choose questions only you know the answer
- Answers must be a minimum of four characters

**Question 1**

**Question:**

Select an Option

**Answer**

**Question 2**

**Question:**

Select an Option
Step 2: Submit Security Questions:

When finished, click the Submit button.

Step 3: Confirmation:

A confirmation message appears. An email is sent to the preferred email address identified on your UCPath profile.

Click the OK button.
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:

- Direct deposit
- Paycheck
- W-2
- W-4
- Benefits summary
- Dependent coverage
- Life Events/ Benefits changes
- Enroll in benefits
- Personal information