



APPENDIX A1: Log into UCPATH

Step 1: Complete Security Set-up Questions:

Navigation: Employee Actions > **Security Questions Setup**

A screenshot of the UCPATH web interface. On the left, a blue sidebar shows the user's name 'Marion Matundan' and their title 'Ind Contractor/Consultnt'. Below this, a navigation menu lists 'Employee Actions', 'Personal Information', 'Income and Taxes', and 'Security Questions Setup' (which is highlighted in pink). The main content area has a white background with a blue header 'UCPath'. The title of the page is 'IDENTITY VERIFICATION FOR SECURITY QUESTIONS SETUP'. Below the title, there is a short paragraph explaining the requirement. Two input fields are visible: 'Date of Birth (mm/dd/yyyy):' and 'Last 4 Digits of Social Security Number (SSN):'. A blue 'Submit' button is located at the bottom of the form.

Complete the **Date of Birth** and **Last 4 Digits of Social Security Number (SSN)** fields, then click the **Submit** button

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.



Ask UCPath Center

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

SHOW

Question 2

Question

Select an Option



Step 2: Submit Security Questions:

A screenshot of a web form for submitting security questions. At the top, there is an 'Answer' field containing the name 'Molly' and a 'HIDE' button. Below this are two questions, 'Question 4' and 'Question 5'. Each question has a 'Question' dropdown menu set to 'Select an Option' and an 'Answer' text input field with a 'SHOW' button. At the bottom of the form is a blue 'SUBMIT' button. A yellow callout box points to the 'SUBMIT' button with the text: 'When finished, click the **Submit** button.' The footer of the page includes 'Terms of Use' and 'University of California'.

Step 3: Confirmation:

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

A screenshot of the UCPath website showing a confirmation message. The page header includes the UCPath logo, a search bar, and links for 'Bookmark' and 'Log out'. A yellow button labeled 'Ask UCPath Center' is visible in the top right. The main content area is titled 'SUBMIT CONFIRMATION' and 'Security Questions Setup'. A green success message states: 'The submit was successful.' Below this, it says 'You have successfully updated your security questions'. A pink 'OK' button is located at the bottom left of the confirmation area. A yellow callout box points to the 'OK' button with the text: '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