

How to set up the forgotten password security question so that an active PeopleSoft user who has forgotten their password may obtain a new password via e-mail.

Access the Financial Production database: <https://my.uh.edu/fs>

Or, See the [SignOn Financial Production](#) job aid.

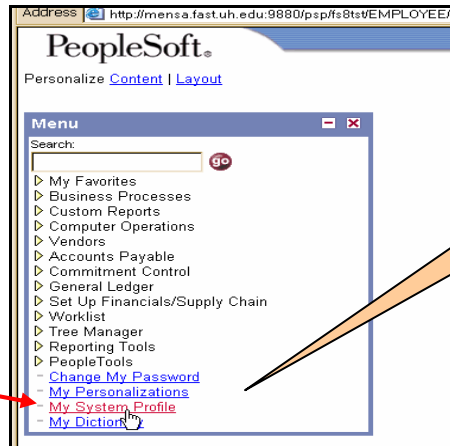
Remember to use ALL CAPS

**STEP 1:** SET UP FORGOTTEN PASSWORD SECURITY QUESTION:

Please make sure that you are set up for the forgotten password security question for your user id. If not, please do the following:

Under **Menu** click on:

▶ **My System Profile**



This is a one-time process.

**STEP 2:** UNDER THE **GENERAL PROFILE INFORMATION** PANEL, **PASSWORD** SECTION:

➤ Click on **Change or set up forgotten password help**

