

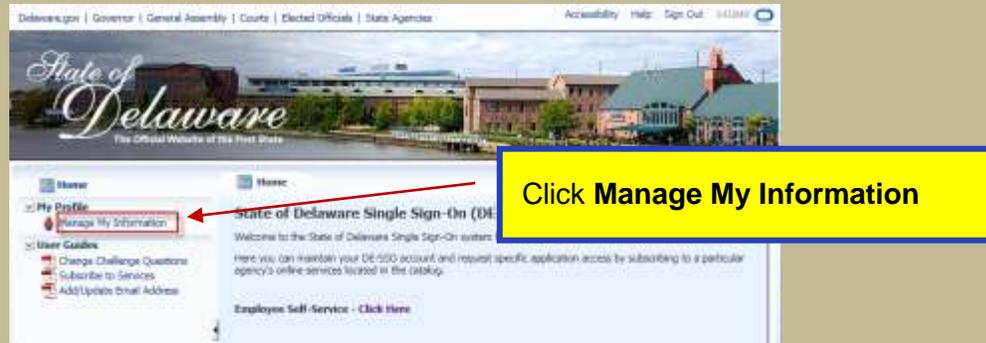
Change Challenge Questions Instructions

DE-SSO provides the ability to change Challenge Questions established during “New User Registration”. Challenge Questions are used for “Forgot Password” functionality. The following pages are detailed instructions for changing Challenge Questions.



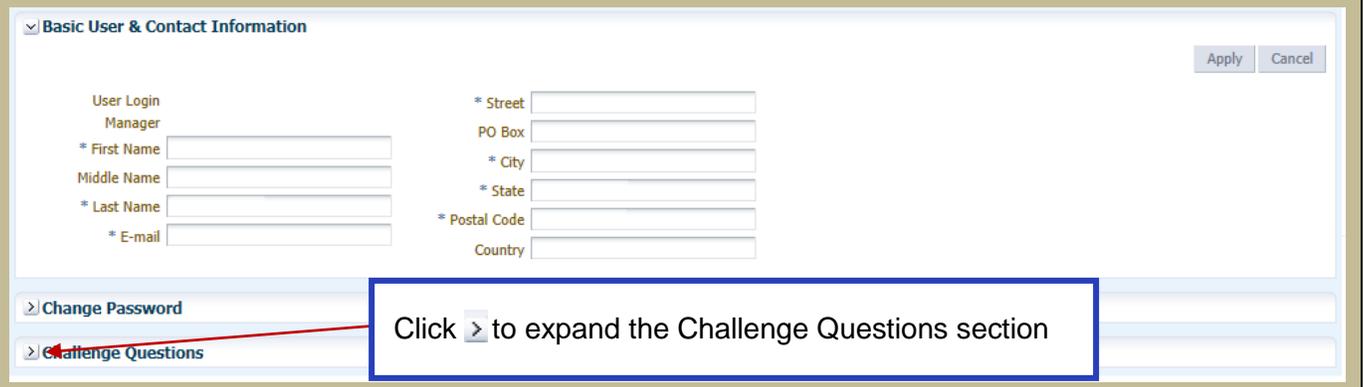
Enter **User ID** (User ID = six-digit Employee ID number)
Enter **Password**
Click **Sign In**

The **State of Delaware Single Sign-On (SSO)** home page opens



Click **Manage My Information**

The **Basic User & Contact Information** page opens



Click **>** to expand the Challenge Questions section

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The **Challenge Questions** section opens *Note: For security purposes, previous Challenge Questions do not appear.*

Challenge Questions
Your secret questions and answers are already set. However, you can use the below form to set them new.
Questions and answers must all be unique.

* Question1	<input type="text"/>	<input type="button" value="v"/>	* Answer1	<input type="text"/>
* Question2	<input type="text"/>	<input type="button" value="v"/>	* Answer2	<input type="text"/>
* Question3	<input type="text"/>	<input type="button" value="v"/>	* Answer3	<input type="text"/>

Click down arrow for **Question 1**, select a question, tab to **Answer 1** and type your answer. Answers should be one-word answers and unique from other answers.
Repeat for **Questions 2 & 3** and **Answers 2 & 3**
Click **Submit** button located at top right of the page
*The Challenge Questions blank out after clicking **Apply***
A confirmation message will appear at the top of the screen
You have successfully changed your Challenge Questions!