

Managing Your Profile and Security Questions

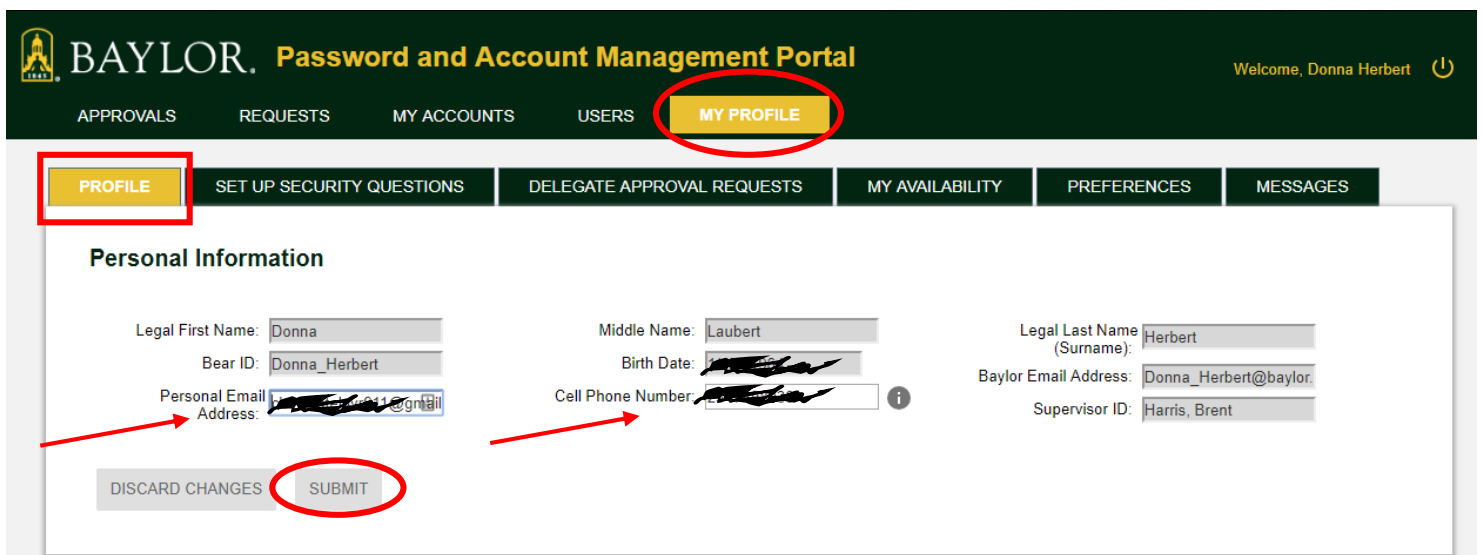
One of the features of the *myBearID* Portal is that, if you are ever locked out of your account because of an expired or forgotten password, you can request that a code be sent to your cell phone via text message or to an alternate email account (not your Baylor email account).

For the system to be able to do this, your cell phone number and an alternate email address need to be entered into your profile in your *myBearID* Portal.

To access your profile, go to: <http://bearid.baylor.edu> and log into your account.



Select the **My Profile** from to options at the top. On the Profile section check the information in the “Personal Email Address” and “Cell Phone Number” fields. If the fields are empty, enter the correct information. If there is information there, make sure it is correct. If you make any changes to the information, click the **Submit** button.



You can also reset your password by answering your security questions. To update or complete your security questions, log into your account (as described above).



Select the **My Profile** from to options at the top. On the Setup Security Questions section make sure that all questions are answered. If you cannot remember the answers to your questions, you can click the **Clear All** button and set them up again. To select a different question, click on the “pencil” icon in front of each questions and choose your questions from the drop-down list. If you make any changes to the information, click the **Save** button.



BAYLOR. Password and Account Management Portal Welcome, Donna Herbert



APPROVALS REQUESTS MY ACCOUNTS USERS **MY PROFILE**



PROFILE **SET UP SECURITY QUESTIONS** DELEGATE APPROVAL REQUESTS MY AVAILABILITY PREFERENCES MESSAGES

Please provide answers to all security questions below

 What is the last name of your first boss?
Click on the  button to select a different question. Answer Re-type Your Answer

 In what city or town was your first job?
Click on the  button to select a different question. Answer Re-type Your Answer

 Maternal grandmother's maiden name?
Click on the  button to select a different question. Answer Re-type Your Answer

 What was your mother's hometown?
Click on the  button to select a different question. Answer Re-type Your Answer

RESET ANSWERS **SAVE** **CLEAR ALL**