



Changing Your E-Password Recovery Questions

Follow these steps to change your e-password recovery question:

1. Open this link in your web browser: <https://iproducts.vanderbilt.edu/apps3/idm/user> . The E-Password **Log In** screen displays.

2. Enter your **VUNetID** and **E-Password** and click **Login**.

3. Tab 1, **E-Password Management Options**, displays.

The screenshot shows a web interface for E-Password Management. At the top, there is a yellow header with the text "E - PASSWORD" in large, black, serif font. In the top right corner of the header, there are two small black buttons labeled "LOGOUT" and "HELP". Below the header, the main content area has a white background. The title "E-Password Management" is displayed in bold black text. Below this, there is a black horizontal bar with the number "1" in yellow on the left, and the text "Vanderbilt Identity Manager" and "e-Password Management Options" in yellow on the right. Underneath the bar, a welcome message reads: "Welcome to the e-password management menu. Click a link below." Below the message, the user's profile information is shown: "First Name: Test", "Last Name: Userac", and "Email: test.userac@vanderbilt.edu". At the bottom of the page, there is a light gray bar containing two bullet points: "• Change E-Password" and "• Manage E-Password Recovery Questions".

4. Click the **Manage E-Password Recovery Questions** link at lower left.

Tab 2, **Change E-Password Recovery Questions**, displays.

LOGOUT HELP

E - PASSWORD

Manage E-Password Recovery Questions

1 2 3 **Vanderbilt Identity Manager**
Change e-Password Recovery Questions

Recovery questions are a way to verify your identity if you forget your e-password. With them, you can set a new password.
Provide answers to three of the questions below. If you are changing answers, be sure to delete answers you are dropping or replacing.
Answers are not case-sensitive. When you are done, click **SAVE**.

Question	Answer
What was the full name of your best friend in elementary school?	<input type="text"/>
What is the name of the teacher who had the most impact on you?	<input type="text"/>
What was your first "real" job?	<input type="text"/>
What was your first pet's name?	<input type="text"/>
What was the first vehicle you drove?	<input type="text"/>
What is your most memorable childhood street name?	<input type="text"/>

Save Cancel

5. Choose three of the recovery questions and enter answers for them.

Notes:

- Answers are not case-sensitive.
- Each answer must be unique.
- Be sure to pick questions you can readily answer. The answers are required if you need to reset your password in the future.

After entering your answers, click **Save**.

Tab 3, **Finish**, displays



You have successfully changed your e-password recovery questions. Click **Return to Menu** or **Logout** as appropriate.