Changing your Password

1. Login into the Self-Care web application

2. Choose “Change Password” in the My Password Section

3. Under line 2 enter your current password, then under line 4 type the new password and then again to confirm. Choose OK to submit the new password.
Changing your Secret Challenge Questions

1. Login into the Self-Care web application

2. Choose “Change Forgotten Password Information” in the My Password section
3. Choose the “Clear” button beside the question you would like to remove, then answer a new challenge question. You must answer exactly 5 questions. Choose OK at the bottom to submit the changes.

Changing your Email Forwarding Address

1. Login into the Self-Care web application
2. Choose “View or Change Profile” under the My Profile section

3. Under “Personal Delivery Email Address” enter the email address where you wish to forward your University email. Choose OK to submit changes.

Changing your Forgotten Password

1. On the login screen enter your OHIO id and then choose “Forgot your Password?”
2. Three random questions will be presented and must be entered exactly as previously answered. Choose OK to submit your answers.

3. If the questions were correctly answered you will be presented with a “Specify New Password” dialogue. Enter your new password and then again to confirm.