

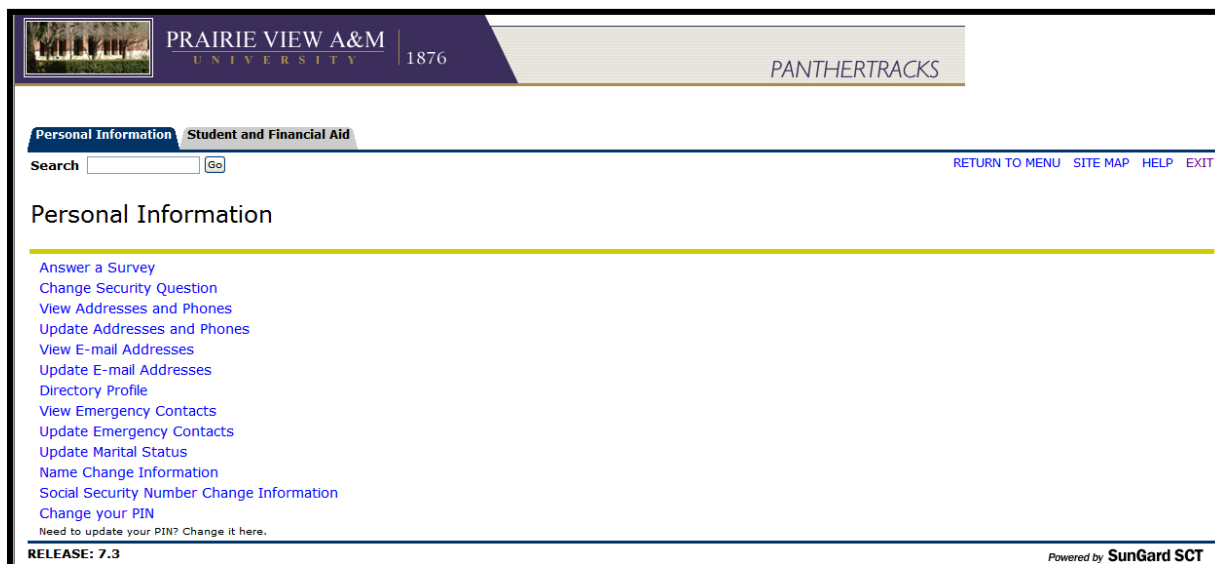
Accessing the Personal Information Menu

To access the Personal Information Menu, perform these steps:

Instructions

1. On the Main Menu, click Personal Information. The Personal Information Menu appears.

Changing a Login Verification Question

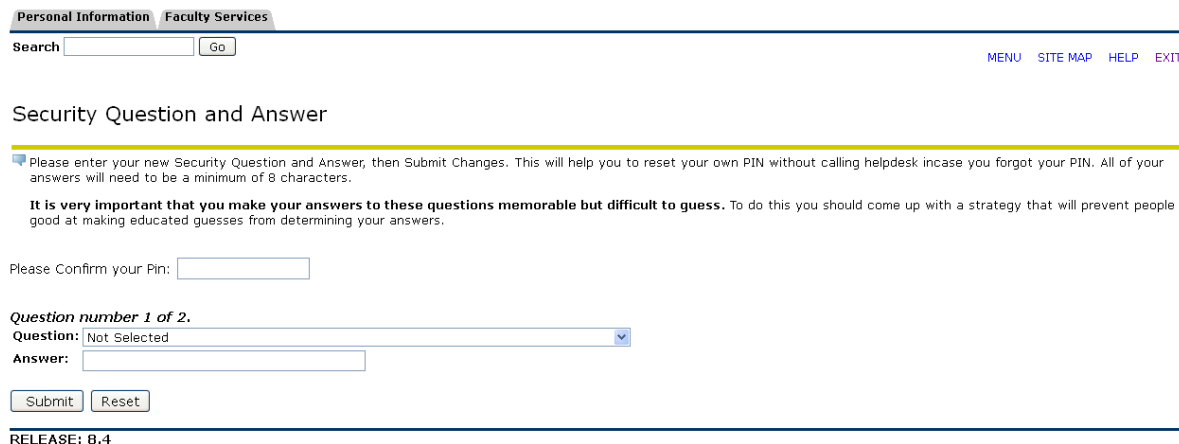


The screenshot shows the PantherTracks interface for Prairie View A&M University. At the top, there is a navigation bar with the university logo, name, and year (1876), and the PantherTracks logo. Below this is a secondary navigation bar with tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is located on the left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Personal Information' and contains a list of links: 'Answer a Survey', 'Change Security Question', 'View Addresses and Phones', 'Update Addresses and Phones', 'View E-mail Addresses', 'Update E-mail Addresses', 'Directory Profile', 'View Emergency Contacts', 'Update Emergency Contacts', 'Update Marital Status', 'Name Change Information', and 'Social Security Number Change Information'. At the bottom of the list, there is a link for 'Change your PIN' with a note: 'Need to update your PIN? Change it here.' The footer of the page includes 'RELEASE: 7.3' and 'Powered by SunGard SCT'.

To Change a Login Verification Question, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change Security Question**. The **Security Question and Answer** page appears.



The screenshot shows the 'Security Question and Answer' page. At the top, there is a navigation bar with tabs for 'Personal Information' and 'Faculty Services'. A search bar is located on the left, and links for 'MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Security Question and Answer' and contains a message: 'Please enter your new Security Question and Answer, then Submit Changes. This will help you to reset your own PIN without calling helpdesk incase you forgot your PIN. All of your answers will need to be a minimum of 8 characters. It is very important that you make your answers to these questions memorable but difficult to guess. To do this you should come up with a strategy that will prevent people good at making educated guesses from determining your answers.' Below this message is a form with a 'Please Confirm your Pin:' label and a text input field. The form also includes a 'Question number 1 of 2.' label, a 'Question:' dropdown menu (currently set to 'Not Selected'), and an 'Answer:' text input field. At the bottom of the form are 'Submit' and 'Reset' buttons. The footer of the page includes 'RELEASE: 8.4'.

2. In the corresponding fields, choose the **New Question** and enter the **New Answer**.

Personal Information Faculty Services

Search

Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes. This will help you to reset your own I answers will need to be a minimum of 8 characters.

It is very important that you make your answers to these questions memorable but difficult to guess. To good at making educated guesses from determining your answers.

Please Confirm your Pin:

Pin you used to login with.

Question number 1 of 2.

Question:

Answer:

You need to remember your answer.

RELEASE: 8.4



Please remember the exact way in which this new answers is input. This is a case sensitive field.

3. Click **Submit**. The **Personal Information Menu** appears, notifying you that “Your changes were saved successfully.”



It is recommended that you use a personal question for which the answer is only known by you. Note the Answer is case sensitive.