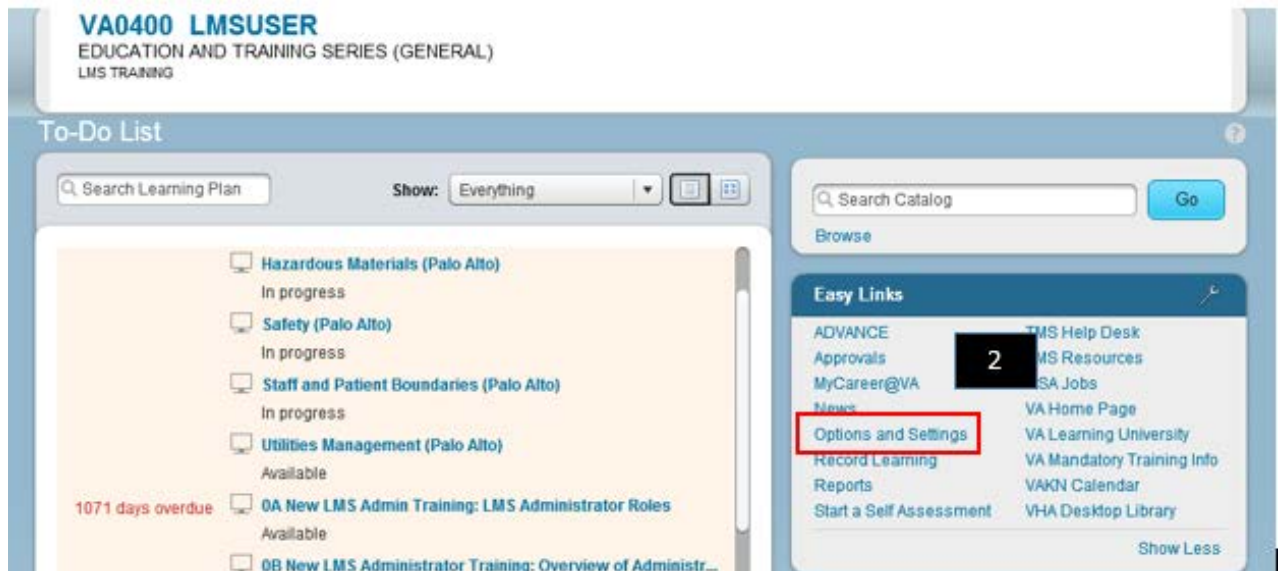# Job Aid: Update Security Information

Purpose

The purpose of this job aid is to guide you through the step-by-step process for updating your security information in the VA TMS.

In this job aid, you will learn how to:

- Change your password

- Update your security questions

Task A. Change Your Password

1. Navigate to the **User** home page**.**

2. Select the **Options and Settings** easy link.

3. On this page, you can update your account security information. Select **Password**.

4. Enter your **old password**. Enter your **new password** and then verify it. Be sure to follow the password requirements listed on this screen.

5. Select **Apply Changes**. You have successfully changed your password.
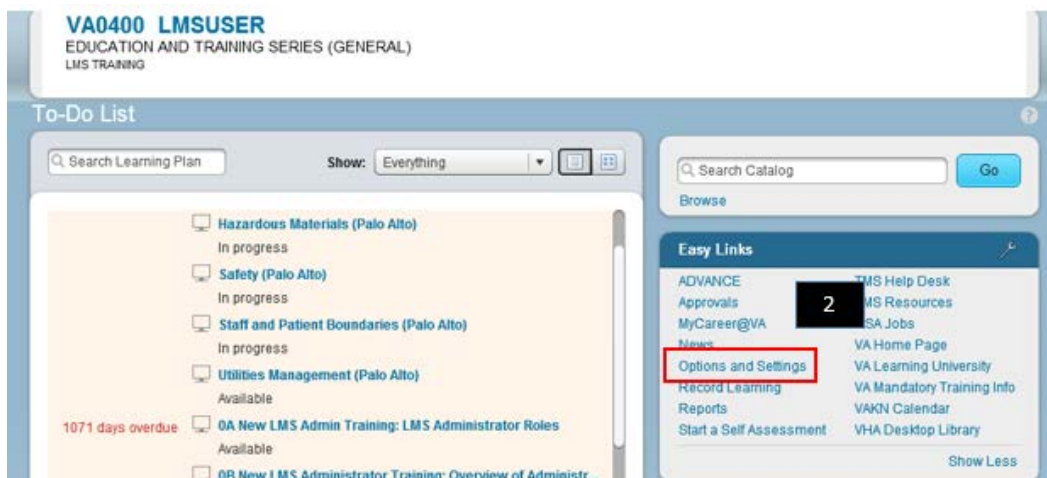
Task B. Update Your Security Questions

1. Navigate to the **User** home page**.**

2. Select the **Options and Settings** easy link.

3. On this page, you can update your security questions. Select the **drop-down arrow** of the first security question.

4. Select a new security question from the drop-down list.

Update Account Security Information
* = Required Fields

Password:	********
* Question 1	What is the name of your favorite childhood friend?
* Response	In what city does your nearest sibling live?
	What street did you live on in third grade?
* Confirm Response	In what city or town was your first job?
* Question 2	What is your oldest sibling's middle name?
	What is your oldest cousin's first name?
* Response	In what city or town did your mother and father meet?
* Confirm Response	In what city did you meet your spouse - significant other?
	What was the name of your first stuffed animal?
	What is the first name of the boy or girl that you first kissed?

4

5. Enter a response and confirm your response.

Update Account Security Information
* = Required Fields

Password:	********
* Question 1	What street did you live on in third grade?
* Response	••••••••••••••••••••••••••••••••••
* Confirm Response	••••••••••••••••••••••••••••••••••
* Question 2	In what city or town was your first job?
* Response	••••••••••••••••••••••••••••••••••
* Confirm Response	••••••••••••••••••••••••••••••••••

5

6. Select the **drop-down arrow** of the second security question.

Update Account Security Information
* = Required Fields

Password:	********
* Question 1	What is the name of your favorite childhood friend?
* Response	••••••••••••••••••••••••••••••••••
* Confirm Response	••••••••••••••••••••••••••••••••••
* Question 2	In what city or town was your first job?
* Response	••••••••••••••••••••••••••••••••••
* Confirm Response	••••••••••••••••••••••••••••••••••

6

7. Select a new security question from the drop-down list.

8. Enter a response and confirm your response.

9. Select **Apply Changes.** You have successfully updated your security questions.