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.

   Update Account Security Information
   *
   = Required Fields

   **Password:**
   What is the name of your favorite childhood friend?  

   **Question 1**
   * Response

   **Confirm Response**
   ****************************

   **Question 2**
   * Response

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

5. Enter a response and confirm your response.

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