

# How to Change Your Password & Security Questions

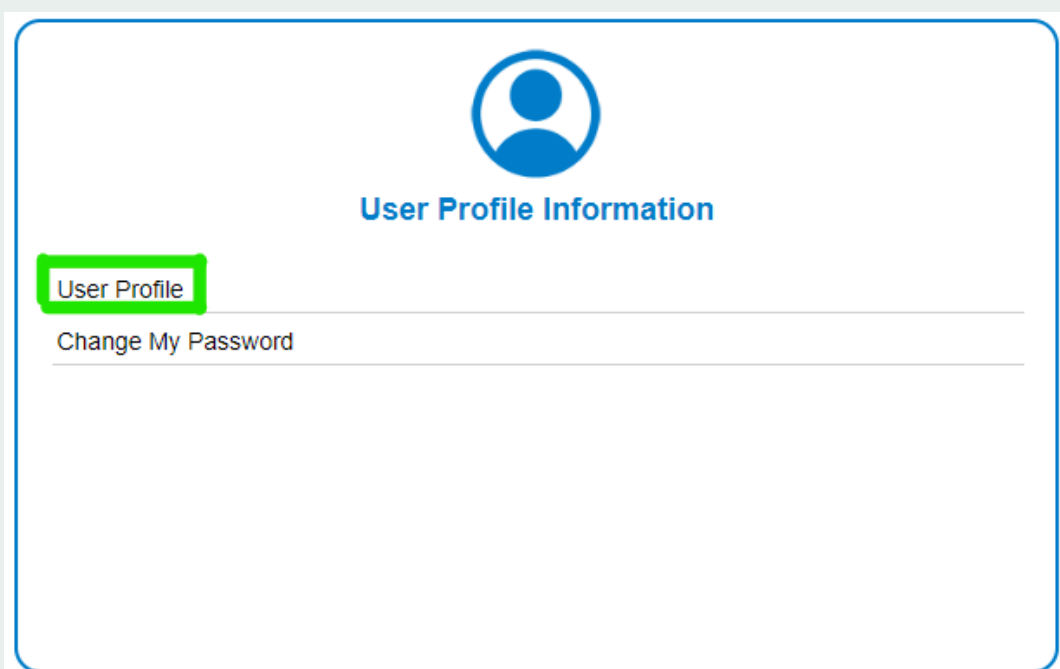
## 1) Log in to the HR Portal

[www.rcuh.com](http://www.rcuh.com) > Human  
Resources Portal &  
Employee Self-Service



## 2) User Profile Information

Find the User Profile Information box and click  
"User Profile"



## 3) Change Your Password and Create/Edit Security Questions

Note: At least 2 security questions are recommended  
and required for login recovery

A screenshot of the 'Change My Password' page. At the top left, there is a dropdown menu with 'Change My Password' selected. Below it is a link 'Change My Password' with a green arrow pointing to it. Underneath is another dropdown menu with 'User Profile' selected. Below that, there are fields for 'User Profile' and 'Email Address'. A message states: 'If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.' Below this is a table with two columns: 'Question' and 'Response'. The 'Question' column has a dropdown menu with 'In what city were you born?' selected. The 'Response' column has a text input field with asterisks. At the bottom right of the table, there are two links: 'Add Another Question' (highlighted with a green box) and 'Delete Question'. At the bottom left of the table, there is a link 'Show Response'.

**NEED HELP?**

Email us at [hrhelpdesk@rcuh.com](mailto:hrhelpdesk@rcuh.com) or  
call us at 808-956-8900.