Creating and Updating Your Questions and Answers Profile

To create or update your personal Questions and Answers profile

1. You will be prompted to setup your Q and A Profile the first time you login. To connect to the Self-service site, after that, type in http://password.otc.edu in the address line of your web browser.

2. On the Locate Account page, enter part of your first and/or last name or login name, then click “Search”.

3. On the Welcome page, select “My Questions and Answers Profile”.

4. Enter your “Password”, and select “Next”.
7. Check the box, “Hide my answers for security purposes. Select the questions you wish to answer, and answer them. When finished, select “Finish” at the bottom of the page.

If your account is locked, or if you forgot your user name or your password, you can access the Self-service site of Password Manager from the **Windows logon screen**.

1. Hit “Ctrl+Alt+Delete”, on your keyboard.

2. Select “Other User”
3. Select “Forgot My Password”.

3. The **Locate Account** page will appear. Follow the previous steps.
Resetting Your Password

You can reset your password by using the Self-service site. Password Manage allows you to reset your password when already logged in, and before you are logged on to the system.

To reset your password while already logged in:
1. Hit “Ctrl+Alt+Delete”.

2. Select “Change a Password”:

3. Fill in your “Old password”, put in a “New password”, “Confirm password”, and hit the arrow key. You will receive a box confirming your password has been changed.
To reset your password without logging in:

1. Connect to the Self-service site by typing http://password.otc.edu in the address bar of your Web browser.

2. On the Locate Account page, enter part of your first and/or last name or login name, then click “Search”.

3. On the Welcome page, you can perform the following tasks: