



JOB AIDS :- STEPS TO CHANGE OR SETUP PASSWORD HELP

INTENDED AUDIENCE	VENDOR
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Step 1	<p style="text-align: center;">NAVIGATE TO MENU PAGE: <i><u>Menu > My System Profile</u></i></p> 
Step 2	<p style="text-align: center;">IN THE GENERAL PROFILE INFORMATION PAGE,</p>  <p style="margin-left: 40px;">A. Click on the Change or set up forgotten password help link</p>

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Step 2

IN THE CHANGE OR SET UP FORGOTTEN PASSWORD HELP PAGE,

Change or set up forgotten password help

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.

Question: ▼

Select from the list of questions. **B**

Response:

- B. In the **Change or set up forgotten password help** page, enter the information in the fields above :-
- **Question** :- Select the **Question** from the drop down list (E.g. What is your favorite color?)
 - **Response** :- Enter the **Response** to the question selected (E.g. COLOR OF YOUR EYES)

C. Click button to confirm the Password Help information

Note: Password help question will be asked when vendor requests for Password Reset at Pusat Perkhidamatan Pelanggan (PPP)

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Step 3

IN THE GENERAL PROFILE INFORMATION PAGE,

General Profile Information

Fury Sdn Bhd

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English v

Currency Code: [search]

Default Mobile Page: [search]

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: [search]

From Date: [calendar] (example:31/12/2000)

To Date: [calendar] (example:31/12/2000)

Workflow Attributes

Email User Worklist User

[Miscellaneous User Links](#)

Email Customize | Find | [grid] | First 1 of 1 Last

Primary Email Account	Email Type	Email Address	
<input checked="" type="checkbox"/>	Work [v]	finance@fury.com	[+/-]

Instant Messaging Information Customize | Find | [grid] | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password	
<input type="text"/> [search]	<input type="text"/> [search]	<input type="text"/>	<input type="text"/>	[+/-]

Save
Cancel
[Return to Login](#)

D. Click Save button to save the setup / changes