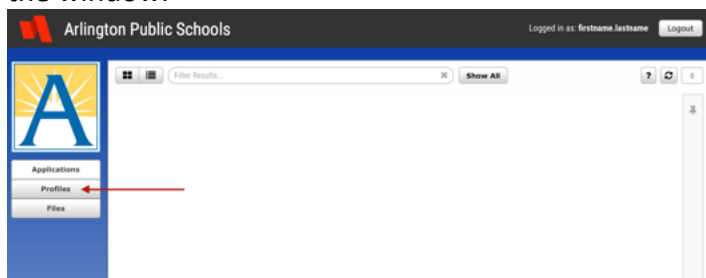


## How to Update Your Profile in MyAccess@APS

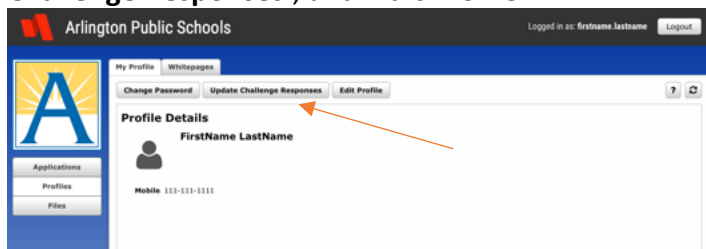
In 'MyAccess@APS' your '**Profiles**' is where you can update your '**Challenge Questions**', your '**Mobile**' number in order to log into APS resources from outside and APS building and perform a '**Self-Service Password Reset**'.

**\*\* Your 'Profile' can only be updated from inside an APS building. \*\***

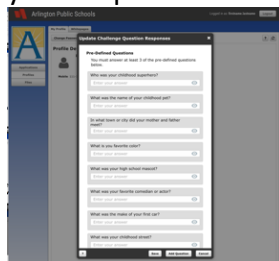
1. After you log into '**MyAccess@APS**' click on '**Profiles**' on the menu bar on the left side of the window.



2. When your '**Profile**' opens, you will see the buttons for '**Change Password**', '**Update Challenge Responses**', and '**Edit Profile**'.



3. When you click on '**Update Challenge Responses**' a window will open for you to update your responses. You must enter the answers to three questions. Then click '**Save**'.



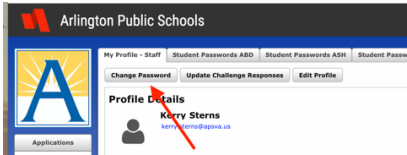
4. To update your '**Mobile**' phone number click on the '**Edit Profile**' button. You can enter the 10-digit phone number with no dashes.



If you need assistance with your username or password, please call the Service Support Center at x2847.

### How to Update Your Profile in MyAccess@APS

- To update your password, click on the 'Change Password' button. *\*Your new password must be at least 10 characters and something you have never used before.*



If you need assistance with your username or password, please call the Service Support Center at x2847.