



# The Aga Khan University

## PeopleSoft Financials

### Forgot Password Functionality

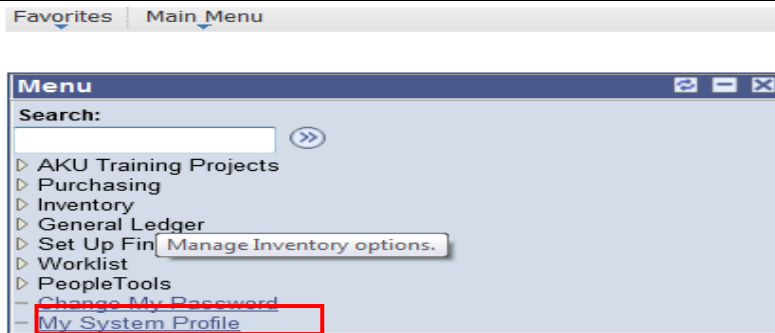
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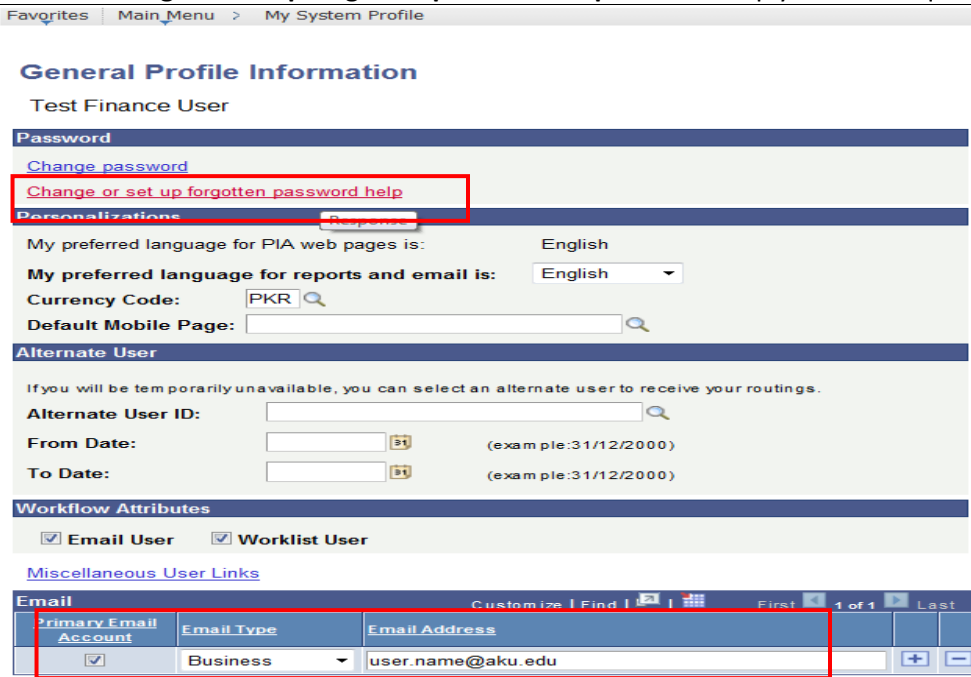
# How to setup secret question for password recovery

**Step# 1.** Log on to PS Financials and click **My System Profile** link



**Step #2.** Do the following on **General Profile Information** page.

- a. Ensure your valid **Email Address** is specified where you want new password to get emailed.
- b. Click **Change or set up forgotten password help** link to set up your secret question and its response



**Step #3.** Set up your secret question, its response, and click **OK** button.



## How to retrieve your PS Financial password once it is forgotten

- If you have not setup your security question , please email [ps.finance@aku.edu](mailto:ps.finance@aku.edu) for resetting password.
- If you have setup the security question, please follow the steps below.

**Step# 1.** Access FPRD logon page through any of the below links  
<http://intranet/irteqa> or <http://portal.aku.edu/irteqa>

**Step# 2.** Click **Forgot my password** link under FSCM button.



**Step# 3.** Specify your **User ID** and click **Continue** button.

### Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

**Step# 4.** Enter **Response** to your secret question and click **Email New Password** button to get your new PS Fin temporary password emailed.

**Note:** Temporary password would be sent to the email Id appearing on the page.

**Forgot My Password**

User ID: test.finuser

Email ID:

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Please answer the following question below for user validation.

Question: In what city were you born?

Response:

**Step# 5.** Log on system using temporary password and then change password.

Favorites Main Menu

**Menu**

Search:  >>

- ▷ AKU Training Projects
- ▷ Purchasing
- ▷ Inventory
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Worklist
- ▷ PeopleTools
- Change My Password**
- My System Profile

Favorites Main Menu > Change My Password

### Change Password

User ID: test.finuser  
Description: Test Finance User

\*Current Password:

\*New Password:

\*Confirm Password:

**Change Password**