



# The Aga Khan University

## AKUROSS

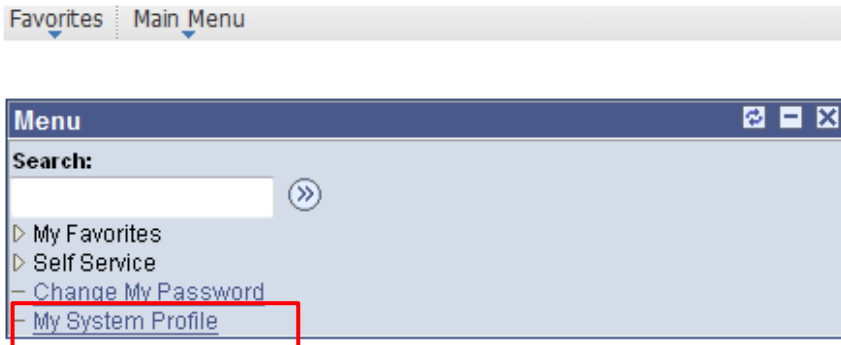
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## How to setup secret question for password recovery

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



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

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



A screenshot of the 'General Profile Information' page in the AKUROSS application. The page shows various settings for a user named 'test.student'. The 'Password' section has a link for 'Change or set up forgotten password help' highlighted with a red box. The 'Personalizations' section shows language and currency settings. The 'Alternate User' section has fields for ID, date, and user selection. The 'Workflow Attributes' section has checkboxes for 'Email User' and 'Worklist User'. The 'Miscellaneous User Links' section has a link for 'Email'. At the bottom, there is a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The 'Email Address' column contains the value 'user.name@aku.edu', which is highlighted with a red box.

| Primary Email Account               | Email Type | Email Address     |
|-------------------------------------|------------|-------------------|
| <input checked="" type="checkbox"/> | Business   | user.name@aku.edu |

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

### 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.

**Response:**

OK

Cancel

## How retrieve your AKUROSS password once it is forgotten

- If you have not setup your security question, please email at [Registrar.Systems@aku.edu](mailto:Registrar.Systems@aku.edu)
- If you have setup the security question, please follow the steps below.

**Step# 1.** Access AKUROSS logon page through any of the below links  
<http://www.aku.edu/akuross> or <http://intranet/akuross>

**Step# 2.** Click **Forgot your password?** link on AKUROSS logon page.

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

User ID:   
Password:   
**Sign In**  
**Forgot your password?**

**Select a Language:**

|                            |                                    |
|----------------------------|------------------------------------|
| <a href="#">English</a>    | <a href="#">Español</a>            |
| <a href="#">Dansk</a>      | <a href="#">Deutsch</a>            |
| <a href="#">Français</a>   | <a href="#">Français du Canada</a> |
| <a href="#">Italiano</a>   | <a href="#">Magyar</a>             |
| <a href="#">Nederlands</a> | <a href="#">Norsk</a>              |
| <a href="#">Polski</a>     | <a href="#">Português</a>          |
| <a href="#">Suomi</a>      | <a href="#">Svenska</a>            |
| <a href="#">Čeština</a>    | <a href="#">日本語</a>                |
| <a href="#">한국어</a>        | <a href="#">Русский</a>            |
| <a href="#">ไทย</a>        | <a href="#">简体中文</a>               |
| <a href="#">繁體中文</a>       | <a href="#">العربية</a>            |
| <a href="#">UK English</a> |                                    |

**Step# 3.** Specify your AKUROSS **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:

**Continue**

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

Please answer the following question below for user validation.

**Question:** Your best childhood friend

**Response:**

[Email New Password](#)