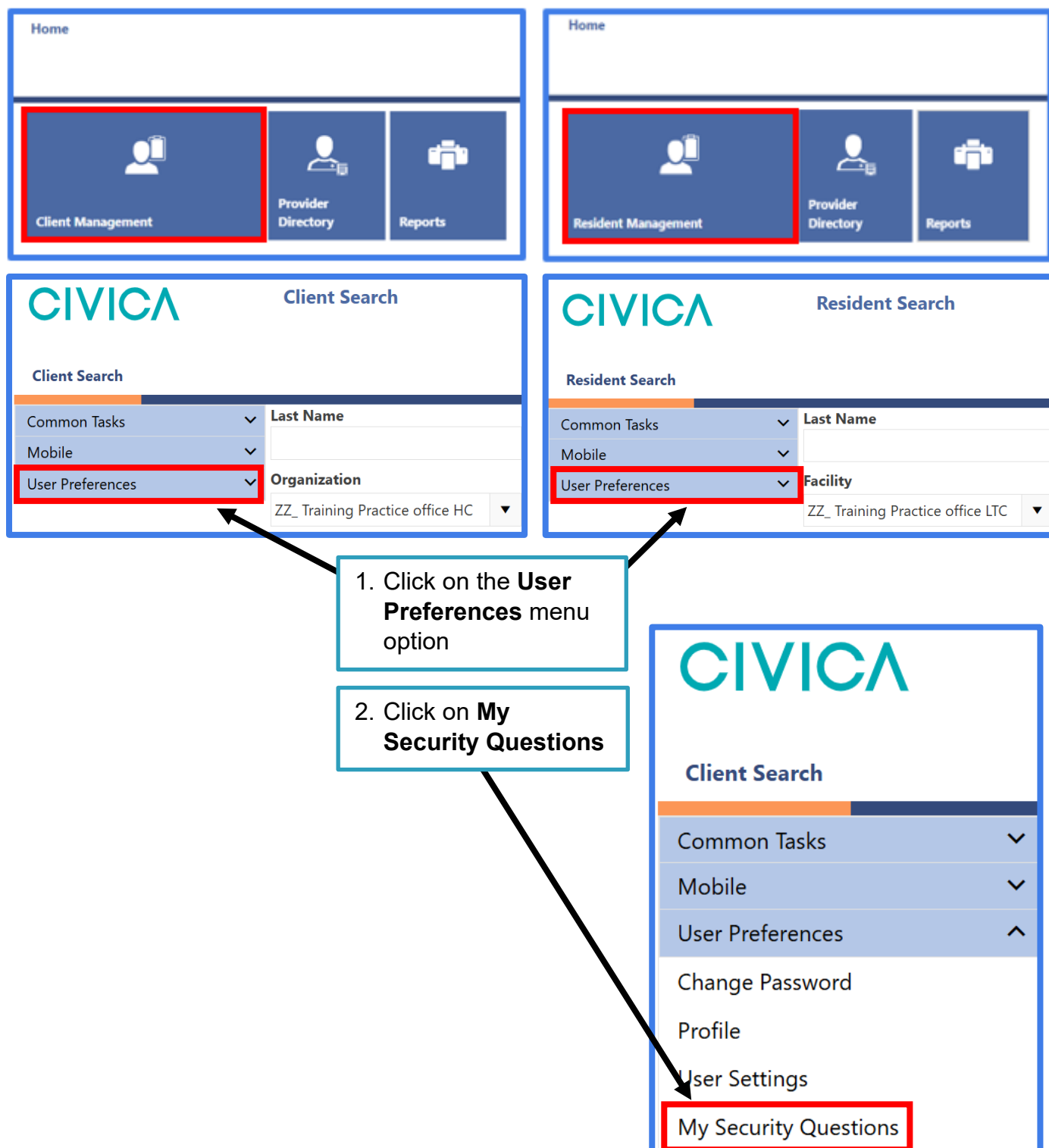


Changing or adding security questions in the interRAI Assessment Software (iAS)

Security questions are used to complete a password self-reset, and to verify your identity when calling the interRAI Software Service Desk. Security questions can be changed by going to the User Preferences menu. This menu is found on the Client Search or Resident Search screens.



CIVICA Enter Password

Client Search Enter Password

Common Tasks ▼ **Reset Questions** Cancel

Mobile ▼

User Preferences ▼

You must enter your password before you can edit your Security Questions

User ID: sctest

Password:

3. Enter your current password in the **Password** field

4. Click on **Reset Questions**

CIVICA My Security Questions

Client Search My Security Questions

Common Tasks ▼ Save & Return Cancel

Mobile ▼

User Preferences ▲

Change Password

Profile

User Settings

My Security Questions

User ID: sctest

Question: In what city did you meet your spouse/significant other?

Answer: In what city did you meet your spouse/significant other?

How old were you when you learnt to drive? (spelt in letters)? (Choose an answer with more than six characters and ensure it is unique. Answers are case-sensitive. If your answer is under six characters, select a different question. Do not repeat answers across questions.)

Question: In what city or town did you have your honeymoon?(Choose an answer with more than six characters and ensure it is unique. Answers are case-sensitive. If your answer is under six characters, select a different question. Do not repeat answers across questions.)

Answer:

5. Click on the drop-down for each question, choose your three security questions and enter the corresponding answers

All your answers must be **six or more characters**. If your answer to a security question would be fewer than six characters, select another question from the drop-down list.

Answers to security questions are case-sensitive – you will need to remember if and where you have used upper-case letters in any of your answers.

User ID: sctest

Question: In what city did you meet your spouse/significant other?

Answer: Wellington

☒ **Show answer**

Question: What is your favourite flower? (Choose an answer with more than six characters and ensure it is unique...)

Answer: Daffodil

☒ **Show answer**

6. You can display your answers by ticking the **Show Answer** box

CIVICA My Security Questions

Client Search My Security Questions

Common Tasks ✓
Mobile ✓
User Preferences ^
Change Password
Profile
User Settings
My Security Questions

User ID: sctest

Question: In what city did you meet your spouse/significant other? ▼
Answer: Wellington
☒ Show answer

Question: What is your favourite flower? (Choose an answer with more than six characters and ensure it is unique. Answers are case-sensi... ▼
Answer: Daffodil
☒ Show answer

7. When all questions are chosen and answered, click **Save & Return**

Your new security question selection has been saved to your account.

Any questions?

If you have any questions, please contact interRAI@tas.health.nz