

Self Service Portal Password Reset Initial Setup

1. Login into the portal at <http://my.nl.edu>
2. On your initial login you will be presented with a similar screen as displayed below. Please provide answers for the default questions, or modify the questions as you see fit. During the password reset procedure you will be asked to answer two randomly selected questions from these six questions.

Configure Your Secret Questions and Answers

To change your portal secret questions and answers configuration setup, please update the following information and then click Save. (Note: Answers are case sensitive, to be safe enter all answers in lower case.)

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Question 4:

Answer 4:

Question 5:

Answer 5:

Question 6:

Answer 6:

[Save Changes](#)

3. Once you have filled out the answer press 'Save Changes' after which the following screens is presented:

Configure Your Secret Questions and Answers

Congratulations Gideon Sanstra, your secrets have been configured successfully!

[Click here](#) to go to home page

4. Click on the 'Click Here' link to take you to the portal.