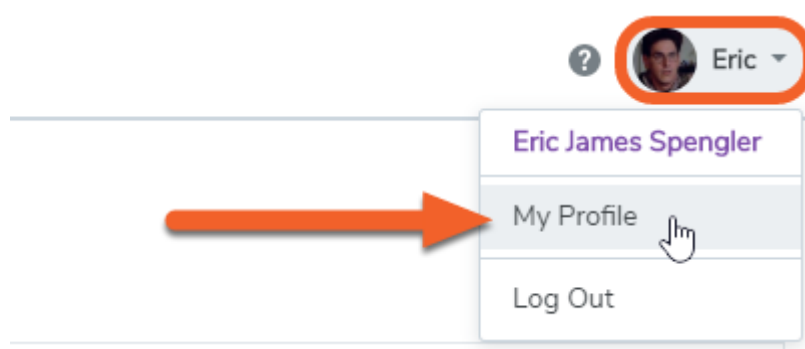


Set up a secret question and answer

A secret question and answer allows you to reset your password anytime, which is super handy if you ever lose or forget it. To set up your secret question and answer, head on over to your **Profile** page in TimeForge.

Navigate to your personal profile

While logged in, **click on your name** in the upper right corner of the screen, then select **My Profile**.

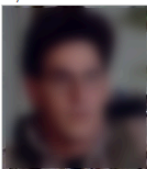


Under Password Recovery, select a secret question

My Profile

Recommend TimeForge to a friend or Access TimeForge on Facebook

Personal Alerts iCal / RSS My Scheduled Reports

My Picture

Upload Remove

TimeForge Id: 89896890 ?

My Last Name *
Spengler ?

My First Name *
Eric ?

My Middle Name
James ?

My Email
egon@nmginc.com ?

My Cell Number
555-555-55 ? Test Text

Do you want your username to be your email address? No ?

My Username *
ericspengler ?
Change my password

Password Recovery

The below question will help you access TimeForge if you forget your password.

My Secret Question (in case I forget my password) *
--Choose-- ?

My Secret Answer to My Secret Question *
 ?

Enter your secret answer

💡 Secret answers are **case sensitive**. If you ever need to use it, you'll have to enter it exactly as you type it here.

Password Recovery

The below question will help you access TimeForge if you forget your password.

My Secret Question (in case I forget my password) *

What is your father's middle name? ?

My Secret Answer to My Secret Question *

Michael ?

Click the save button to save your new secret question and answer

TimeForge Configuration

Display the **Daily View** view by default.

Display times in report **am/pm** format.

What will be the default side navigation view? **Full view**

Would you like to customize your dashboard at each location? **No**

Save My Settings **Cancel**

The system will inform you if your settings are saved successfully.