

## Setup Security Questions

We suggest that you set up security questions for your college account **as soon as possible**. Doing this means that you can reset your password if you forget it.

### Step 1:

Open an internet browser, such as Chrome or Edge.

The icon for Chrome looks like:



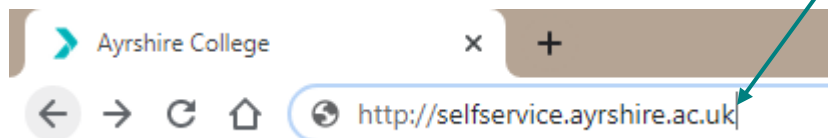
The icon for Edge looks like:



This guide will use Chrome as an example.

### Step 2:

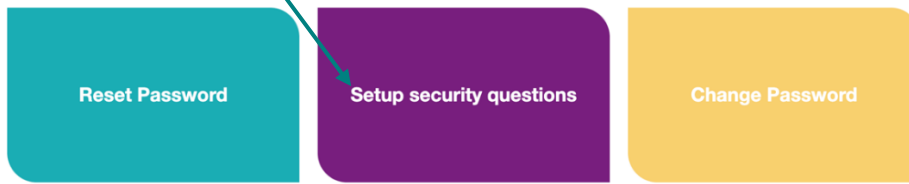
In the browser window type <http://selfservice.ayrshire.ac.uk/> into the address bar at the top of the page.



Press the **Enter** on your keyboard.

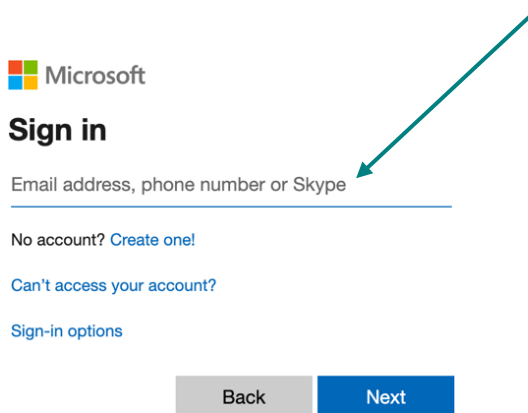
### Step 3:

Click on **Setup security questions**



### Step 4:

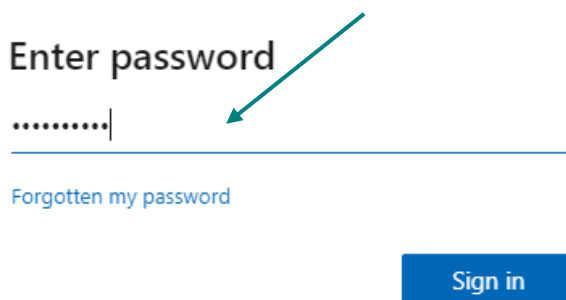
Enter your college email address. This is your student number, followed by @ayrshire.ac.uk, for example: **A0012345@ayrshire.ac.uk**.



Click **Next**.

### Step 5:

Type in your current password.



Click **Sign in**

## Step 6:

If you have not set up your security questions, click to **Set them up now**

# don't lose access to your account!


To make sure that you can reset your password, we need to collect some info so that your account more secure. **You'll need to set up at least 1 of the options below.**

 Security Questions have not been configured. [Set them up now](#)

If you have set up security questions before but want to change them, click to **Change**

# don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we make your account more secure. **You'll need to set up at least 1 of the options below.**

 5 Security Questions have been configured. [Change](#)

[looks good](#) [Cancel](#)


## Step 7:

Click on the down arrow in the question box and choose the question you want to answer from the list that appears.

# don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.**

Security question 1

What were the last four digits of your childhood telephone number? 



Type your answer into the box.

You must choose and answer 5 questions. Your answers must be more than 3 letters long and they cannot be the same.

Once you have answered 5 questions, click **Save answers**. On the next screen click the **Finish** button.

**Important!** Take a note of your security questions & answers and keep this somewhere secure (we suggest on your phone). You will need these if you ever need to reset your password.