



Do NOT get locked out (More than 3 incorrect attempts will lock you out)!!!

Set up your "Forgotten Password Help" before you get locked out of VCHRP.

To Setup:

- Login to VCHRP
- Main Menu** Drop down box
- Select **My System Profile**
- Select **"Change or set up forgotten password help"**
- Choose a challenge question and answer
- Make sure you have the correct e-mail listed
- Select **Save**

Password

- [Change password](#)
- [Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is:

Currency Code

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example:12/31/2000)

To Date (example:12/31/2000)

Workflow Attributes

- Email User
- Worklist User

Miscellaneous User Links

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	<input type="text"/>
<input type="checkbox"/>	Home	<input type="text"/>

Protocol	XMPP Domain	UserID	Password
XMPP	<input type="text"/>	<input type="text"/>	••••••••