

1. Select Action

Click on **My Account**.



★ Brand the entire application with your organizations colour schemes using **Enterprise Edition** themes.

[More Information](#)

Forgot My Password

Forgot Your Password? Set a New One Here

My Account

View Your Account Details

[Administration](#)

2. Identification

Enter your username in the form of **firstname.lastname** and your **password** then click **Login**.



User Portal Login

To manage your personal information enter your Active Directory authentication credential

User Name:

firstname.lastname

Password:

.....

Login

3. Future Authentication

The next step requires the user create security questions for future validation. Complete the answers from the drop-down menu and click **Add**. When complete click **Save**.



[Sign out Administrator on Banabay.local](#) 

Your Answers

Your **Answers** will be required when you wish to reset your **Password**, unlock your account, or login to this system, depending on your organisation's policies.

★ Increase security to your account with **Enterprise Edition**'s range of authentication methods and multifactor authentication.

[More Information](#)

- ❗ You already have 4 answer(s) set. For security reasons, the current values will not be shown.
- ❗ The answers to each must be between **5** and **255** characters in length.

✔ Answer to **What time of the day were you born?** deleted.

Please provide answers to the questions below. These will be used to authenticate you when resetting or unlocking your account so be sure that only you know the answers.

Select a Question

What time of the day were you born? ▾

Your Answer

midnight

Add

You may add your own custom questions for additional security or if the administrator supplied ones are not appropriate for you.

Enter a Question

Your Answer

Add

Your Answers

☒ Show the answers on screen

What was the last name of your favourite teacher?

Current answer is hidden ...

[Delete](#)

When you were young, what did you want to be when you grew up?

Current answer is hidden ...

[Delete](#)

What was the name of your second pet?

Current answer is hidden ...

[Delete](#)

What was the name of the first book you read?

Current answer is hidden ...

[Delete](#)

Save