



How do I change my security questions?

This task card demonstrates how to change your security questions. You can set new questions and you may also change the answers to your current security questions.

1. Change your security questions or answers

1.1 Log in to BICON

Log in to your BICON account.

Select My Account.

The screenshot shows the BICON website interface. At the top left is the Australian Government logo and name. At the top right is the BICON logo and 'Australian Biosecurity Import Conditions'. A navigation bar contains links for Home, Import Conditions, Permits, Alerts & Changes, News, Contact Us, and Help. The user is logged in as 'Kymme Hoadley'. A 'My Account' link is highlighted with a mouse cursor. Below the navigation is a 'Welcome to BICON' message and a search bar for import items. The search bar has tabs for 'Quick Search', 'Scientific Name', and 'Tariff Code'. A search input field contains the text 'What are you importing?' and a 'Search' button. Below the search bar are search parameters: 'Import Into: Australia' and 'Effective On: 4 January 2017'. An 'Advanced Search' link is also visible.

Under My Details select Set new Secret Answers.

The screenshot shows the 'My Account' page. It features a navigation bar at the top with the same links as the home page. The main content area is titled 'My Account' and includes a message: 'Please select from one of the options below to manage your account.' There are five main sections, each with a description and a 'Go to' link:

- My Permit Workspace:** Your Permit Workspace allows you to manage existing draft permit applications, check on the status of submitted applications and also to view and manage issued import permits. Link: 'Go to My Permit Workspace'.
- My Followed Cases:** Lists all import cases which are currently being followed and allows you to remove cases from your followed list. Link: 'Go to My Followed Cases'.
- My Preferences:** Allows you to change your default settings. They include printing settings as well as providing answers to common questions. Link: 'Go to My Preferences'.
- My Details:** Allows you to manage/edit your own details. Please note changing your details does not automatically update current permit applications or issued permits. Link: 'Go to My Details'. A sub-link 'Set new Secret Answers' is highlighted with a mouse cursor.
- My Contacts:** Contacts details are required to facilitate the permit application process. My Contacts allows you to create new or edit existing contact details. Links: 'Go to Create Exporter/Manufacturer', 'Go to Create Importer', 'Go to Create Importer Contact', 'Go to Manage Contacts', and 'Go to Default Importer Contacts'.



2. Re-enter your password

2.1 You will be presented with a screen that asks you to enter your password.

Note: This is the password you use to access BICON.

Enter your password and select Continue.

3. Change your security questions or answers

3.1 Here you can change the answers to your security questions or enter new security questions.

You may write your own security questions or choose from the dropdown list of preset questions.

Select Save and Return.

Your questions and/or answers are now changed.

Note: These are the questions and answers you will need if you have forgotten your password and need to access your BICON account.