

FAQ – HOW DO I

Purpose

- x This document is for administrators who need to view device activity in the Wilkes Portal.

- x Admins will be able to

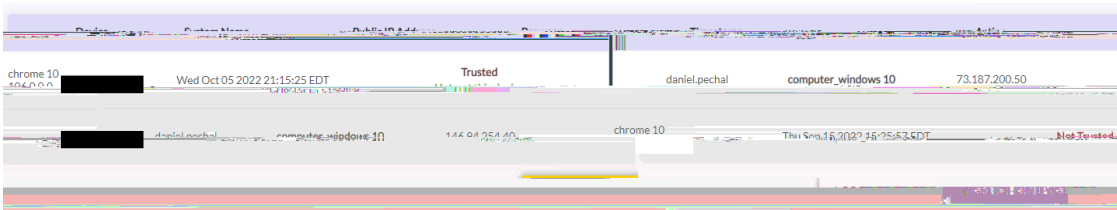
- x You must be able to login successfully with both password, security questions message

1. Sign in to _____
2. In the Wilkes Quick Links _____ Password Manager
3. When prompted, re-enter your password and click _____

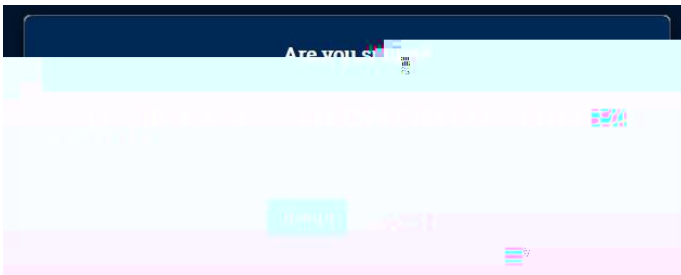
Recover Settings and click the Manage Devices button



5. On the **Recent Devices** page, you will be able to view device activity
6. To remove a trusted device, locate it in the list and click **Untrust Device**
 - a. Note: you will only be able to remove trusted devices.
 - b. Note: if you notice a suspicious devices you should consider changing your password.



7. At the **Are you sure?** pop up, click the **Untrust** button



8. Once done, click the **Go to Homepage** button in the lower right.