**WORLD
ANTI-DOPING
AGENCY**

ADAMS Security Questions

Effective on November 8th 2016

Security questions:

ADAMS uses Security questions to provide the user with a secondary method to identify him/herself on-line. These Security questions are designed to be memorable to the user but hard for anyone else to guess. When used in conjunction with other identifying information (user name, password), they help ADAMS to verify that the user is the person requesting access to his/her account.

As a first step it is required for the user to set up his/her individual Security questions, by selecting a sub-set of at least 3 preferred questions from the large set of questions that ADAMS offers, and to provide the answers which will be stored in ADAMS. Next time, the user will be asked to answer one security question before changing his/her password or directly after logging in (under certain conditions only).

Users can change their answers for the 3 Security questions that they configured. It is very important for the users to remember the answers to their Security questions to avoid being locked out of their account. If the user forgets the answers to their Security questions, they should contact their organisation ADAMS Administrator who can 'reset the challenge questions and answers'.

What does the new feature of Security questions mean to the ADAMS user in practice?

As of November 8, 2016:

- One-time setting up your individual set of 3 security questions and answers
- In few occasions being challenged by a security question to answer: when changing your password, after a 'forgot password' when using the temporary password, and when logging in from a new device (in a next project phase).

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1. **Initial configuration of your Security questions and answers**

At your very first log-in on ADAMS or when there is a need to re-configure your Security questions and answers, you will be presented the following screen:
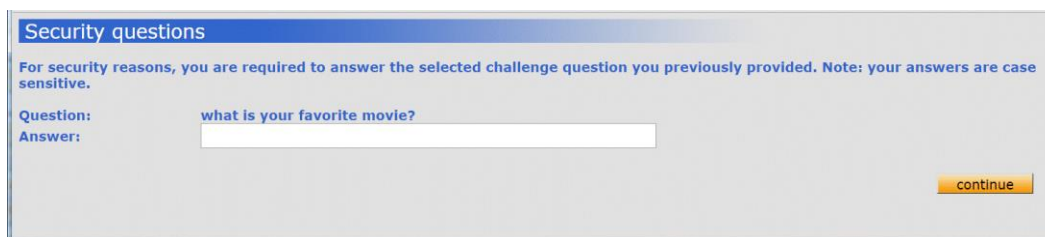

ADAMS will require you to select at least **3 different questions** that you need to provide your individual **answer** to. The answer is case sensitive and cannot be too long or too short. ADAMS will inform you if your answer does not abide to these rules.

Once Saved, your set of 3 questions that you have selected along with your corresponding answers, will be used to randomly select a question from when ADAMS needs to challenge you through a Security question.

2. Being challenged by a Security question

In certain events ADAMS will challenge you through one of the Security questions that you have previously set up the answer for. The following screen will appear:


You ought to provide the exact same answer (in the same format and upper/lower cases) that you had initially configured and stored in ADAMS.

When you press the **continue** button, ADAMS will compare the answer entered with the one that was stored for you, and initiates the following actions:

- If the answer is *correct*, ADAMS allows you to proceed with accessing the ADAMS system and data
- If the answer is *incorrect,* you will be given more chances to enter the correct answer. At 3 unsuccessful attempts, ADAMS will return to the standard ADAMS Log-in page, and puts your account in the status *Temporary locked* (same behaviour as for 3 unsuccessful login attempts).

3. Changing the answer of your selected Security question

Once logged in on ADAMS, you have the possibility to adjust or completely replace the answer to a Security question that you previously configured. Go to you **User Preferences** by clicking your name top right of the ADAMS page, and select **My Challenge questions:**
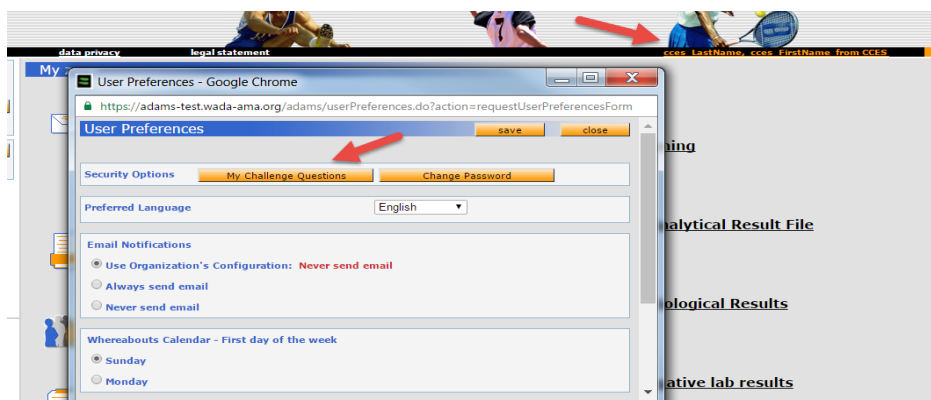
After pressing **My Challenge Questions** you will be offered a similar window as at the initial configuration:

You simply select the Security question from the drop down list, and enter a new answer or modify the existing answer. As an additional security measure, ADAMS will request you to enter your **password** associated with your ADAMS user name, before you can save your modification.

4. What to do if you forgot the answers to your Security questions….?

In the unfortunate event that you may have forgotten the answers to your individually selected and configured Security questions, kindly contact your organisation Administrator.

The Administrator can enable an option in your ADAMS user account profile: *reset the challenge questions and answers*. This will erase the answers to *all* your Security questions, and the next time when you log in, ADAMS will request you to re-configure 3 Security questions of your preference.

Of course, you can also ask the Administrator to do the same when you would like to have a different set of individual Security questions to be established.