

Your MyCarletonOne Security Questions are used to verify your identity in the event you need to change your MC1 password or unlock your MC1 account.

Existing MC1 users can set up your MyCarletonOne Security Questions by doing the following:

1. Log onto <https://myonesetup.carleton.ca> with your current MC1 username and password:



Welcome to the MyCarletonOne (MC1) Identity Management Portal.

Please enter your MyCarletonOne username and password to access the Account Registration site (MyOneSetup).

☐ Keep me signed in

[Sign in](#)

Forgotten your [Password?](#)

2. You will be presented with the following page. Click Next to proceed.



MyCarletonOne Account Registration

Welcome to the MyCarletonOne (MC1) Account Registration Portal.
Registration allows you to choose your MyCarletonOne security questions and access the Password Self-Service if you ever forget it.

Once registered, you will be able to reset your password via the [MyCarletonOne Password Self-Service](#) portal.

For security reasons, your session will timeout within **10 minutes**.

Click 'Next' to start the Account Registration process.

[Next](#)

3. You will now be prompted to provide answers to at least 6 of the listed security questions, following the guidelines provided. Click Next when complete.



MyCarletonOne Account Registration

Select your Security Questions and Answers

For security reasons, your session will timeout within **10 minutes.**

You must answer at least 6 of the questions displayed to register for MyCarletonOne.

Each of your chosen answers must contain at least four characters, and no two answers may be the same.

Your favourite childhood toy?

The name of your favourite planet?

The first car you owned?

Your favourite video game title as a child?

The last name of your favourite historical character?

The name of the high school your mother attended?

The name of your favourite author?

Your favourite city, not including Ottawa?

The city or town where your mother was born?

Your father's middle name?

The answers you provide are stored securely within MyCarletonOne.

Next

Cancel

4. Once successfully entered, the following screen will appear. Click Finish to close the MC1 setup portal.



MyCarletonOne

MyCarletonOne Account Registration Success Security Answers Saved



Congratulations! You have successfully completed the registration process. If you forget your MyCarletonOne password, you can now change it yourself. You can also re-run this registration process to choose different security questions.

If required, you can now proceed to the [MyCarletonOne Password Self-Service](#) to reset your MC1 password.

Steps for Password Reset:

1. Go to the MyCarletonOne Password Self-Service:
<https://myonepassword.carleton.ca>
2. Verify your Identity / Information
3. Create a new MyCarletonOne password

Finish

Your security questions are now saved. If you need to reset a forgotten password or unlock your account, sign onto <https://myonepassword.carleton.ca>.

For more information, please visit: <https://carleton.ca/its/help-centre/accounts-and-passwords/>