



JWA Workday Training

Changing Password on the Kiosk or Desktop

JWA Workday – Changing Password

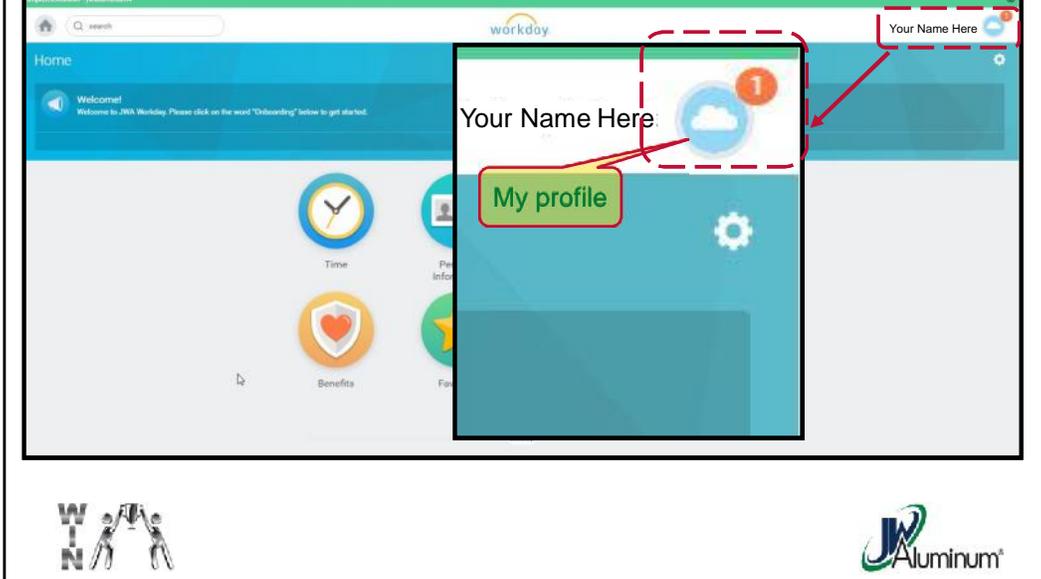
This Training Module Covers:

- Changing Password on Computer or Kiosk



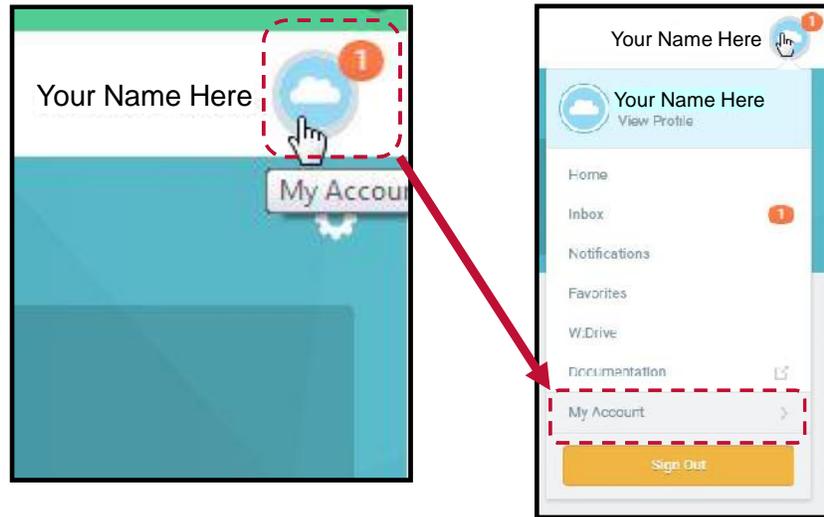
This slide list the subjects covered in this module.

Home Screen

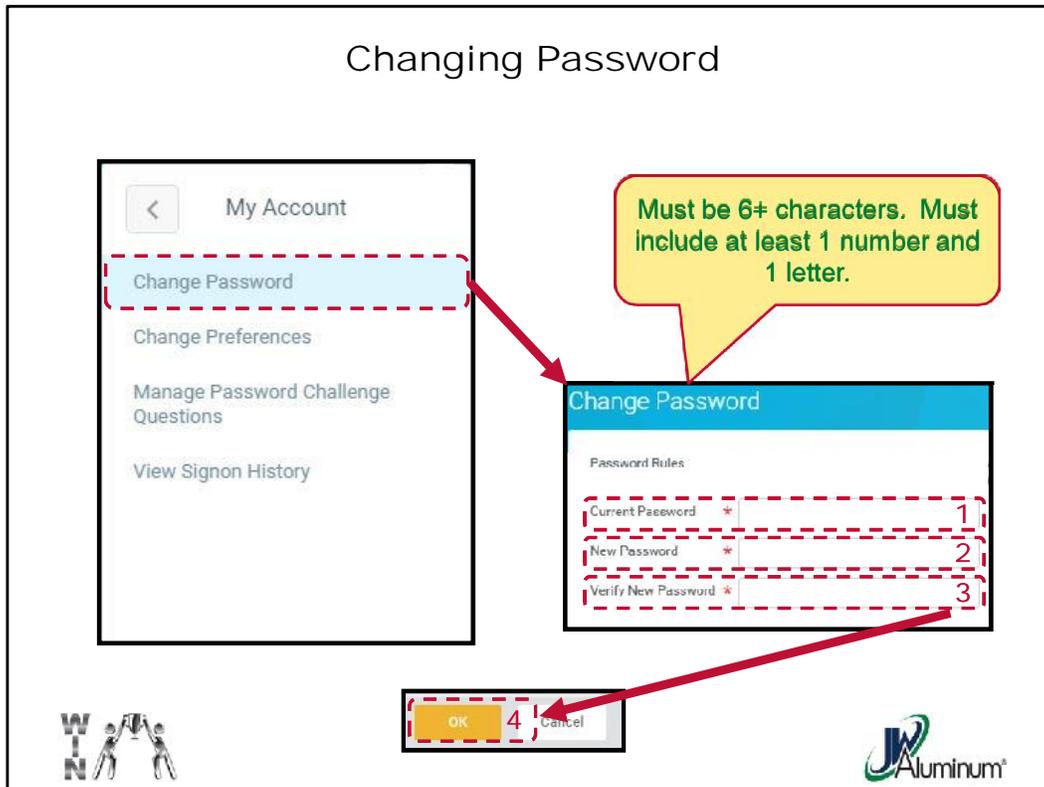


On the Home Screen select your My Profile Icon in the upper right corner of the screen.

Changing Password on Computer or Kiosk



- When your Account screen appears, select “My Account.”



- On the “My Account” Dropdown Box Select “Change Password.”
- On the “Change Password” Screen:
 1. Enter Current Password
 2. Enter New Password. Password must be minimum of 6 characters, must include at least 1 letter and 1 Number.
 3. Re-enter New Password to confirm and verify
 4. Once satisfied, press the “OK” button at the bottom of the screen.