



JWA Workday Training

Changing Password on the Mobile App

JWA Workday – Changing Password

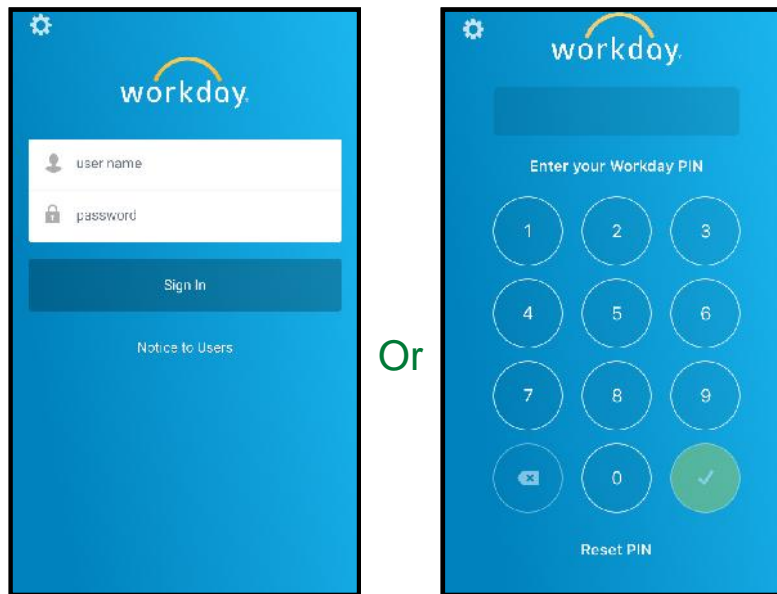
This Training Module Covers:

- Changing Password on Mobile App



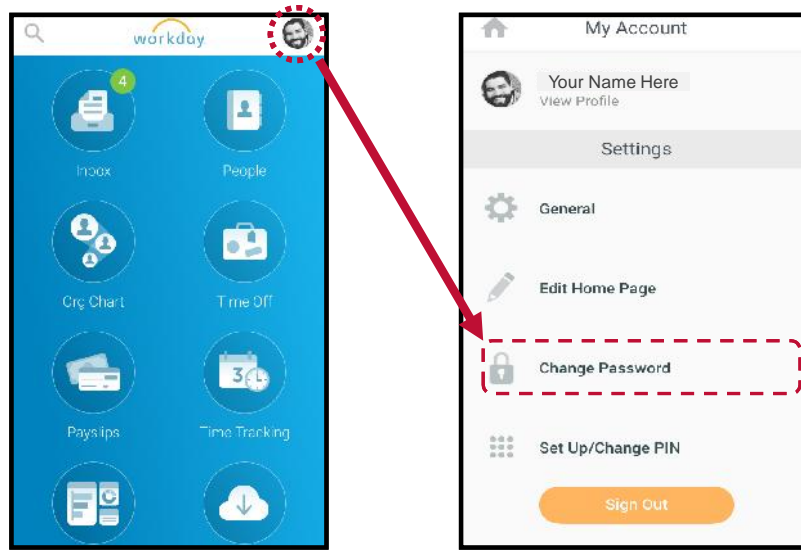
This slide list the subjects covered in this module.

Log On via Mobile App



Use the same Username and Password as the Kiosk or Computer, or if you have a pin number set up for the mobile app, use the pin to log in.

Changing Password – Mobile App



1. On the Mobile Home Screen press your “**Profile**” Icon in the upper right corner of the screen.
2. When the “**My Account**” screen appears, press the “**Change Password**” button.

Changing Password – Mobile App

Change Password

Password Rules

Your new password must not be the same as your current password or user name.

Minimum number of characters required: 6.

The following character types must be represented: alphabetic characters, Arabic numerals 0-9. The password must not have been used within the following number of last passwords: 4.

Current Password *

New Password *

Verify New Password *

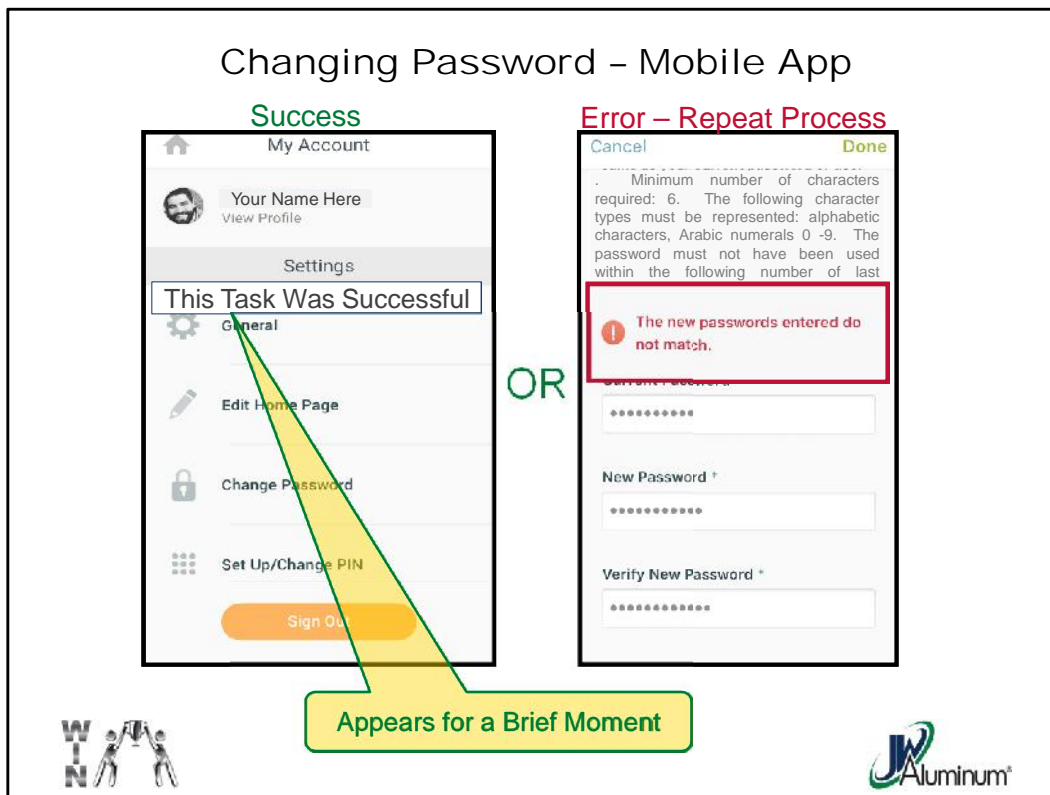
4 Done

Scroll Down

WIN

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- On the **“Change Password”** screen read the **“Password Rules”** to follow the requirements for a successful password change. After reading, scroll down to view the three entry boxes
- On the **“Change Password”** Screen:
 - Enter Current Password**
 - Enter New Password.** *Password must be minimum of 6 characters, must include at least 1 letter and 1 Number. It cannot be one of your four most recent passwords, and cannot be your username.*
 - Re-enter New Password** to confirm and verify.
 - Once satisfied, press the **“Done”** button at the top of the screen.



After pressing “**Done**” you will see one of two screens.

Either the screen returns to the “**My Account**” menu and you see a brief statement indicating success

OR

You see and **Error Message** similar to the one shown in the slide and you must repeat the process.