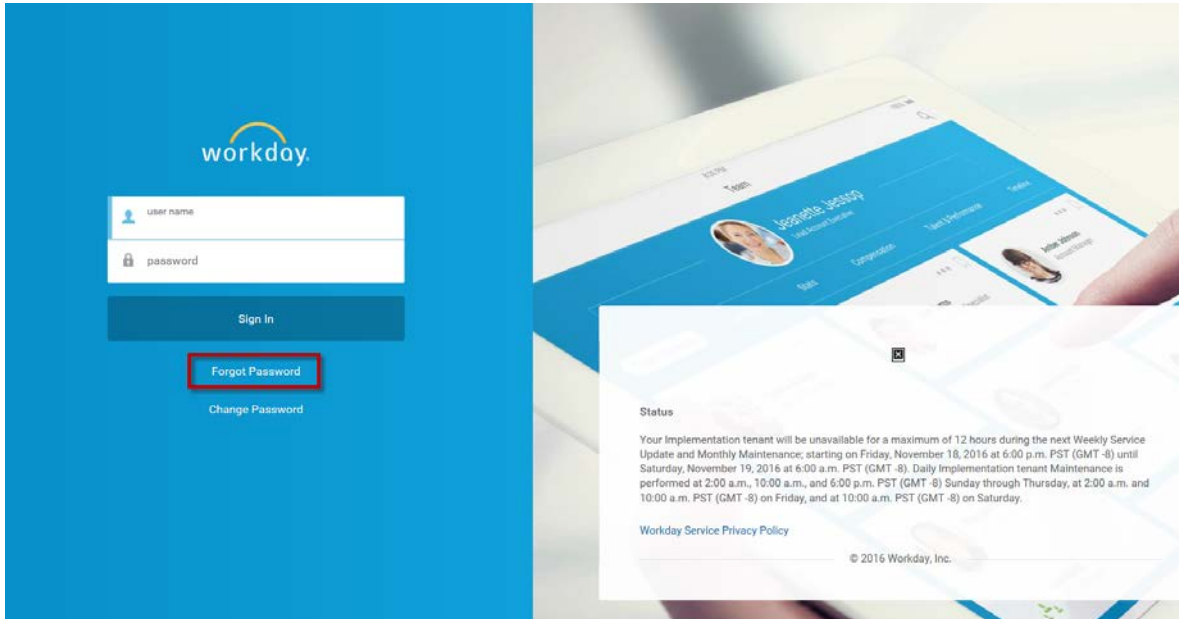
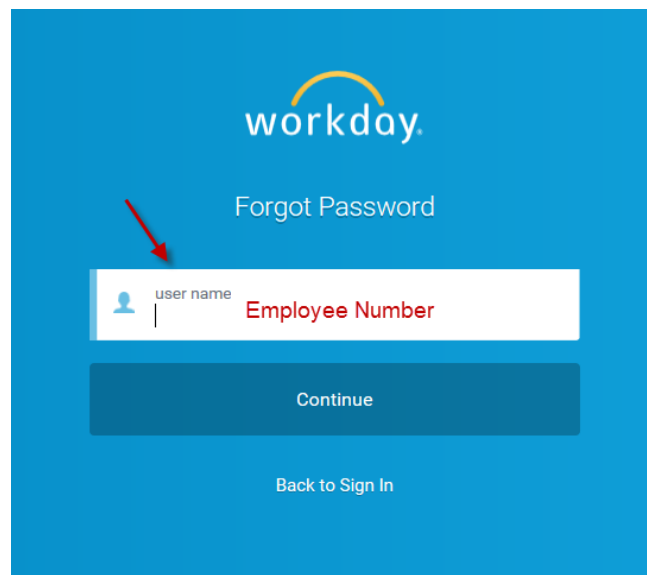


## Password Reset in Workday

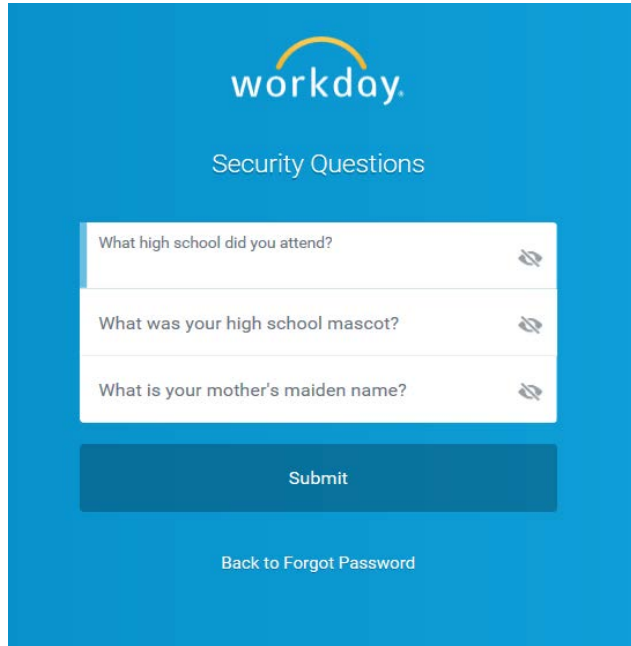
1. If you forget your password within Workday, click the “Forgot Password” option to continue.



2. Enter your user name, which is your employee number, and click “continue”.

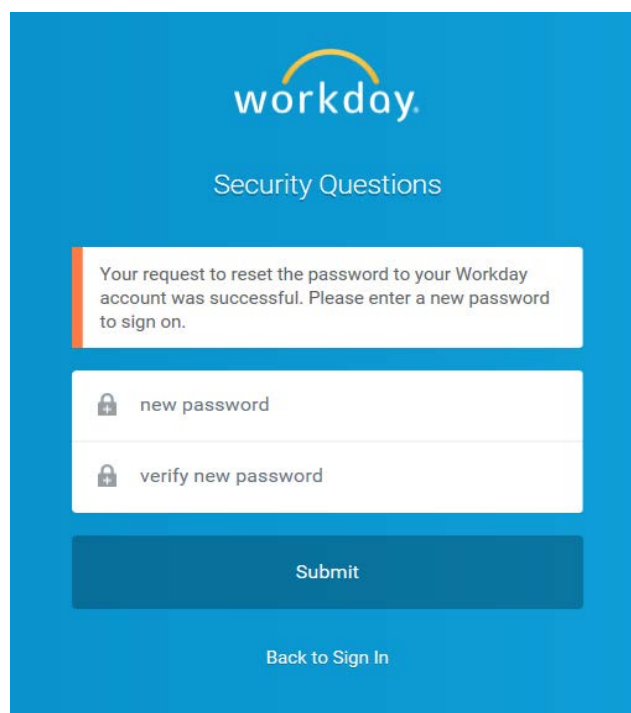


3. Workday initially required every employee to submit 3 security questions. Please answer those 3 questions now.



The screenshot shows the Workday Security Questions page. At the top is the Workday logo. Below it is the heading "Security Questions". There are three text input fields with the following questions: "What high school did you attend?", "What was your high school mascot?", and "What is your mother's maiden name?". Each field has a small icon on the right side. Below the fields is a dark blue "Submit" button. At the bottom of the page is a link that says "Back to Forgot Password".

4. Once you have successfully answered your 3 security questions, you will have the ability to enter a new password for future use. Hit submit to log into the Workday system.



The screenshot shows the Workday Security Questions page after successful completion. At the top is the Workday logo. Below it is the heading "Security Questions". A white message box with an orange border on the left contains the text: "Your request to reset the password to your Workday account was successful. Please enter a new password to sign on." Below the message box are two text input fields, both with a lock icon on the left: "new password" and "verify new password". Below the fields is a dark blue "Submit" button. At the bottom of the page is a link that says "Back to Sign In".