CHANGING YOUR PASSWORD
QUICK REFERENCE GUIDE

QUICK TIPS

CHANGING YOUR PASSWORD
You can change your password two (2) ways:

• Change your password from the Workday Sign In page.
• Change your password while logged in to Workday.

PASSWORD RULES
• Your new password must not be the same as your current password or user name.
• Minimum number of characters: 8
• Must have at least one of the following character types:
  - Uppercase letters (A,B,C...)
  - Lowercase letters (a,b,c...)
  - Numerals (0 – 9)
  - Special characters as follows: !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~.

CHANGE PASSWORD FROM SIGN IN PAGE

To change your password before logging in...
1. On the Workday sign-in page, click the Change Password hyperlink.

   2. The Change Password page displays. Enter the following information:
      a. User Name – Enter your user name (Employee ID).
      b. Old Password – Enter your old password
      c. New Password – Enter your new password
      d. Verify New Password – Re-enter your new password

   3. Click the Submit button to complete your password change. Use your new password, the next time you log into Workday.
To change your password while logged in...

1. On the Workday sign-in page, enter your user name (Employee ID) and password.
2. Click Sign In.
3. In the top right corner, click on the My Account icon.
4. Click the My Account list item.
5. Then, click the Change Password list item.
6. The Change Password page displays. Enter the following information:
   a. Current Password – Enter your old password
   b. New Password – Enter your new password
   c. Verify New Password – Re-enter your new password
7. Click OK to complete your password change.
8. The Change Password confirmation page displays.
9. Click the Done button.