Resetting Your Password

If at any time you need to reset your password, you can now do so directly from the Microsoft login screen.

1. From the Microsoft Login screen, select Forgot My Password.

Verification Setup

To reset your password, complete the verification process.

- 1. In the User ID field enter in your work email address or active directory username.
- 2. Enter the characters shown and click Next.
- 3. Select I Forgot My Password.
- 4. Click Next.
- 1. Select Text my mobile phone.
- 2. Enter in your mobile phone #.
- 3. Click **Text**.

Note: You can also select Call my mobile phone to receive a call to complete verification setup.

- 4. You will receive a text message on your mobile device. Enter the **6-digit code** provided.
- 5. Click Next.

Note: If you do not have a phone number in Workday, contact <u>TAC</u> to have a phone number added and to have your password reset.

6. Enter a new password.

(Passwords must meet the following requirements: Minimum of 8 characters, Upper and Lowercase letters, Special Characters (! & *)).

- 7. Select Finish.
- 8. Select Click Here to sign in.

	Password
	Forgot my password
	Sign in with another account
	Sign in
- 5	
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Enter password

verification step 1 > choose	a new password		
Please choose the contact method we	should use for verification:		
• Text my mobile phone	In order to protect your account, we need you to enter your complete mobile phone number (*********36) below. You will then receive a text message with a verification code which can be used to reset your password.		
○ Call my mobile phone	· · · · · · · · · · · · · · · · · · ·		
O Enter a code from my authenticator app	Text		

verificatio	on step 1 \checkmark > choose a new password
* Enter new	password:
* Confirm ne	ew password:
Finish	Cancel

