

Workday Employee: Accessing Workday

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 [TAC](#) 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.

