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 .
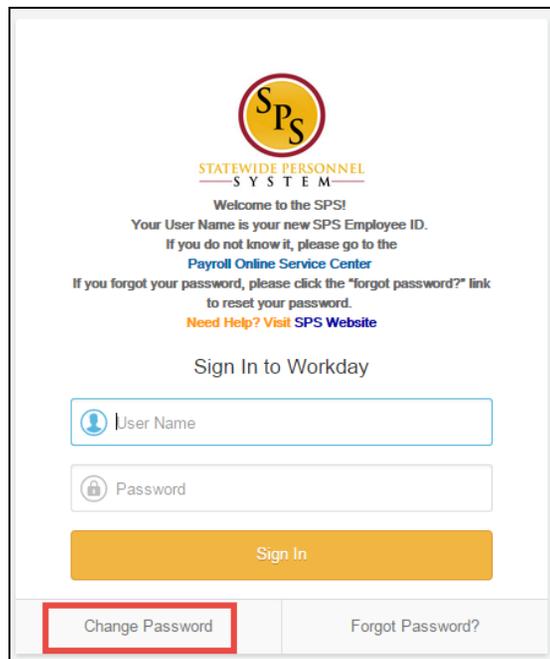- Change your password while logged in to Workday.

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
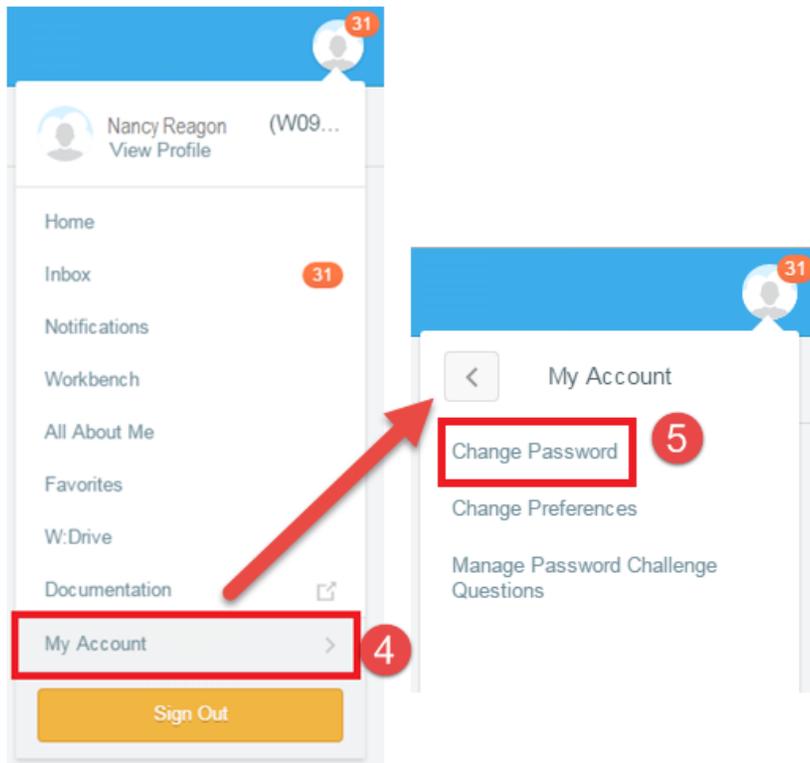   d. **Verify New Password** – Re-enter your new password
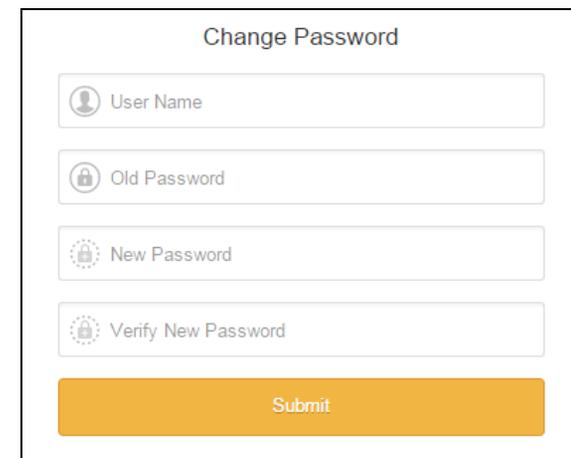
3. Click the **Submit** button to complete your password change.
   Use your new password, the next time you log into Workday.

CHANGE PASSWORD WHILE LOGGED IN

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
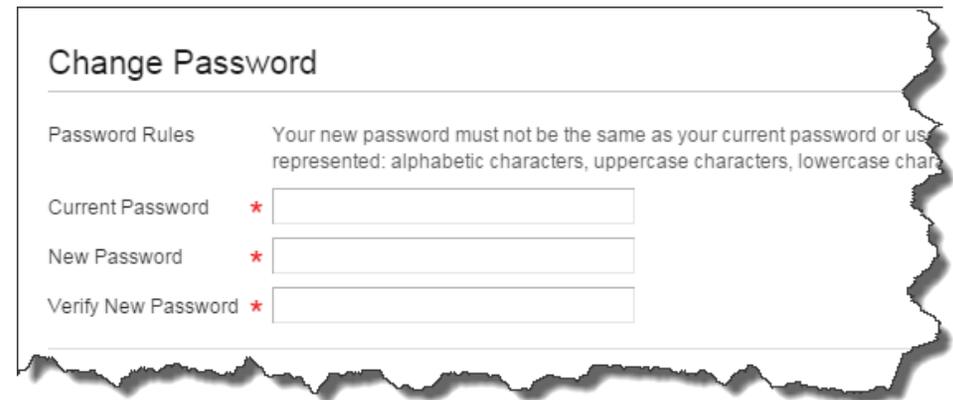
Change Password

Password Rules	Your new password must not be the same as your current password or us... represented: alphabetic characters, uppercase characters, lowercase char...
Current Password *	
New Password *	
Verify New Password *	

7. Click **OK** to complete your password change.
8. The **Change Password** confirmation page displays.
9. Click the **Done** button.