

IMPORTANT INFORMATION

- Passwords are to be treated as sensitive, confidential information and should not be shared with anyone.
- With the exception of authorized individuals working within testing tenants, accessing a Workday account other than your own is strictly prohibited.
- If you suspect your Workday account has been compromised, report the incident immediately and change your password following the self-service steps.

PASSWORD REQUIREMENTS:

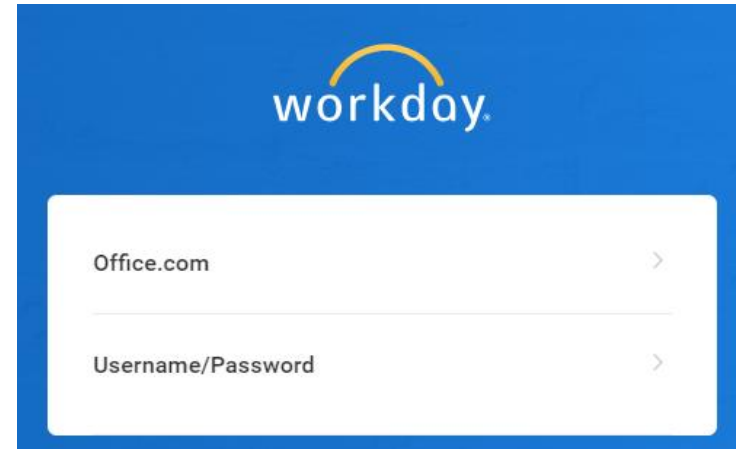
- Must contain a minimum of 8 characters.
- Must consist of a mixture of lowercase and uppercase letters, numbers, and special characters.
- Cannot contain your username
- Cannot be one of your previous 4 passwords.

FORGOT PASSWORD?

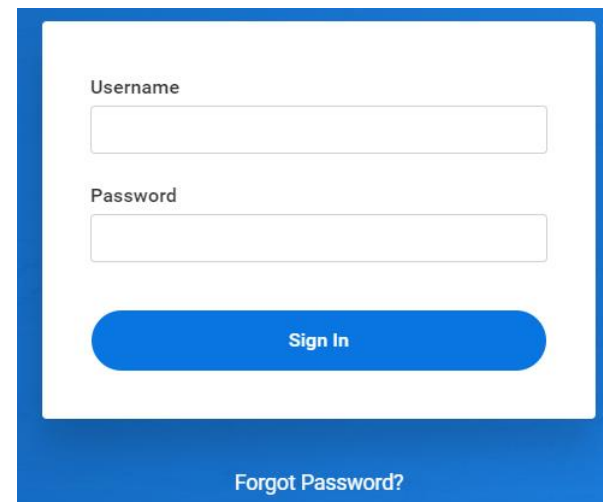
Employees who login with a username and password combination can now manually reset their password.

HERE'S HOW

1. Navigate to the Workday screen.

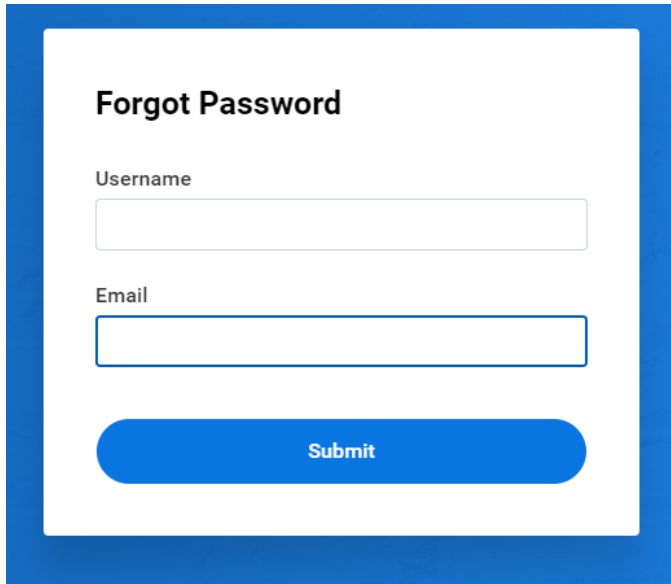


2. Select **Username/Password**.



3. Click on **Forgot Password?**

Enter your username and email.



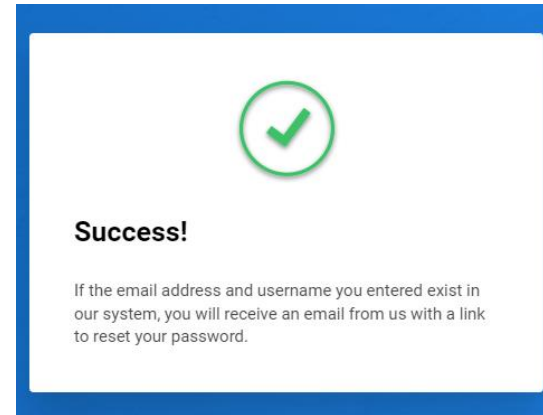
Forgot Password

Username

Email

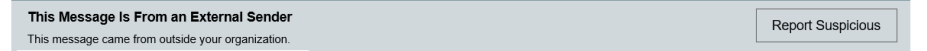
Submit

4. Choose **Submit**. You will see the below image.



5. You will then receive an email from **unitedchurchhomes@myworkday.com**

Password Reset Request for your Workday account



Workday recently received a request to reset the password for your Workday account at 8/17/23, 1:54 PM. Please use the button below to reset it. **This password reset is only valid for the next 1 hour.**

[Reset Your Password](#)

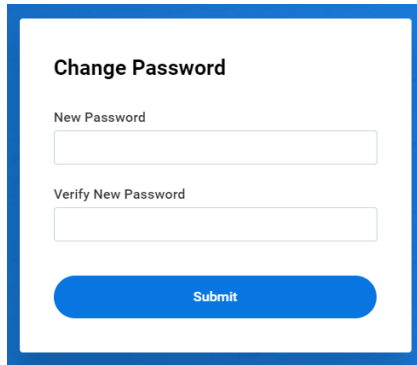


Note: You must use your **Primary Email** as listed in Workday. If you are unsure what this email is, connect with your manager or human resources.



Important: The link in your email is only valid for **1 hour**.

6. Once you click on the **Reset Your Password** link in your email you will be prompted to create a new password.



The screenshot shows a 'Change Password' form with the following elements:

- Change Password** (Section Header)
- New Password** (Text label above a text input field)
- Verify New Password** (Text label above a text input field)
- Submit** (Blue button)



Important: Password resets should all be initiated by the employee, using the employee self service option. Employees who encounter problems should then connect with human resources.