



# Changing Your Workday Password

This document contains instructions in the following areas for changing your Workday password:

- Overview and Methods for Changing Your Workday Password
- Password Basics/Requirements
- Changing Your Password Within Workday
- Changing Your Password at the Workday Login Screen
- Reset a Forgotten Workday Password





## Overview and Methods to Change Your Workday Password

You are able to change your own Workday password if you wish. There are two ways: after you have already logged into Workday or at the Workday login screen. You may also reset your Workday password if you do not remember it. The last section of this document will cover how to use the Forgot Password? link.

Please remember that your Workday password is meant for you and only you. Masonic Villages' IT policies and the Employee Handbook discuss, in detail, the responsibility of each employee to safeguard his or her Masonic Villages' computer system passwords. You are not only protecting yourself, you are protecting the organization by keeping your password safe, secure, and to yourself.



*If you suspect that someone has obtained your Workday password please contact the IT Help Desk immediately for your password to be changed or log into Workday as soon as possible to change your password.*



## Password Basics/Requirements

Your Workday password expires every 90 days. You will be prompted to change your password when attempting to login the first time after it has expired.

Your Workday Password must meet the following criteria:

- At least 8 characters in length.
- Must contain at least one upper-case letter.
- Must contain at least one lower-case letter.
- Must contain at least one number.
- Must contain at least one special character.
- May not be a password you have used for Workday within your past 4 Workday password changes.

If, after 5 unsuccessful login attempts, your Workday account will be locked out for 30 minutes before you can attempt to login again.

To reset your password on your own you will need to successfully answer the three security questions you selected and answered the first time you logged into Workday. These questions are able to maintained through your Workday account settings. See the Manage Password Challenge Questions document for further instructions.



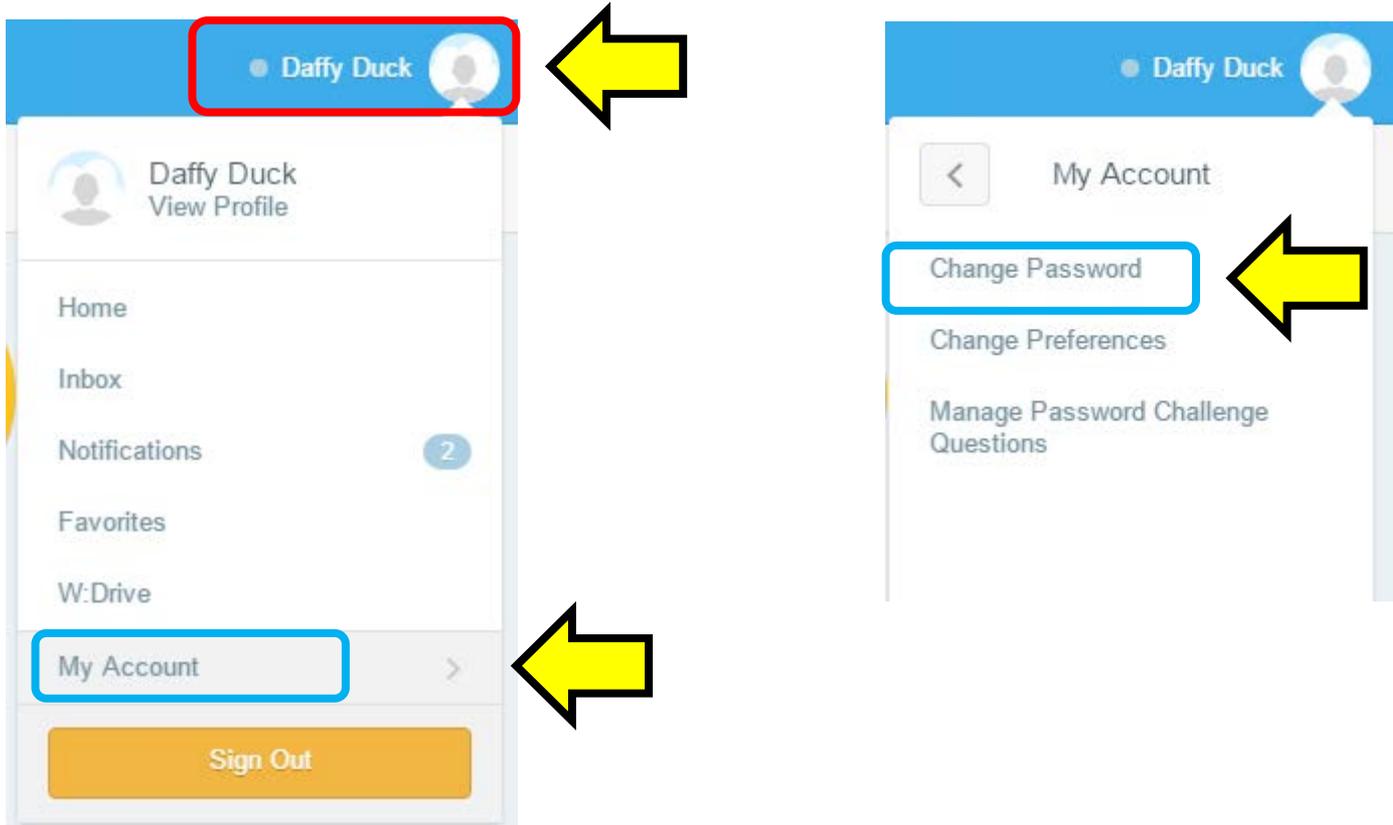
*If there are unsuccessful login attempts for your account you will see a message when you log in successfully:*

Unsuccessful sign-in attempts since last session: 1



## Changing Your Password from Within Workday

1. Click the "Your Profile" icon or your name. Click [My Account](#). Click [Change Password](#).





2. Taking note of the Password Rules, **enter your current password, your new password, and verify your new password.** Click **OK**. You will then proceed to the next screen to complete the password change task.

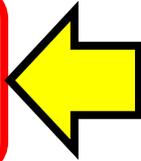
## Change Password

**Password Rules** Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#%&'()\*+,-/:;=>?@[\\]^\_`{|}~. The password must not have been used within the following number of last passwords: 4.

Current Password \*

New Password \*

Verify New Password \*



**OK** Cancel

3. To complete the password change task, click **Done**.

Change Password

The task was completed successfully.

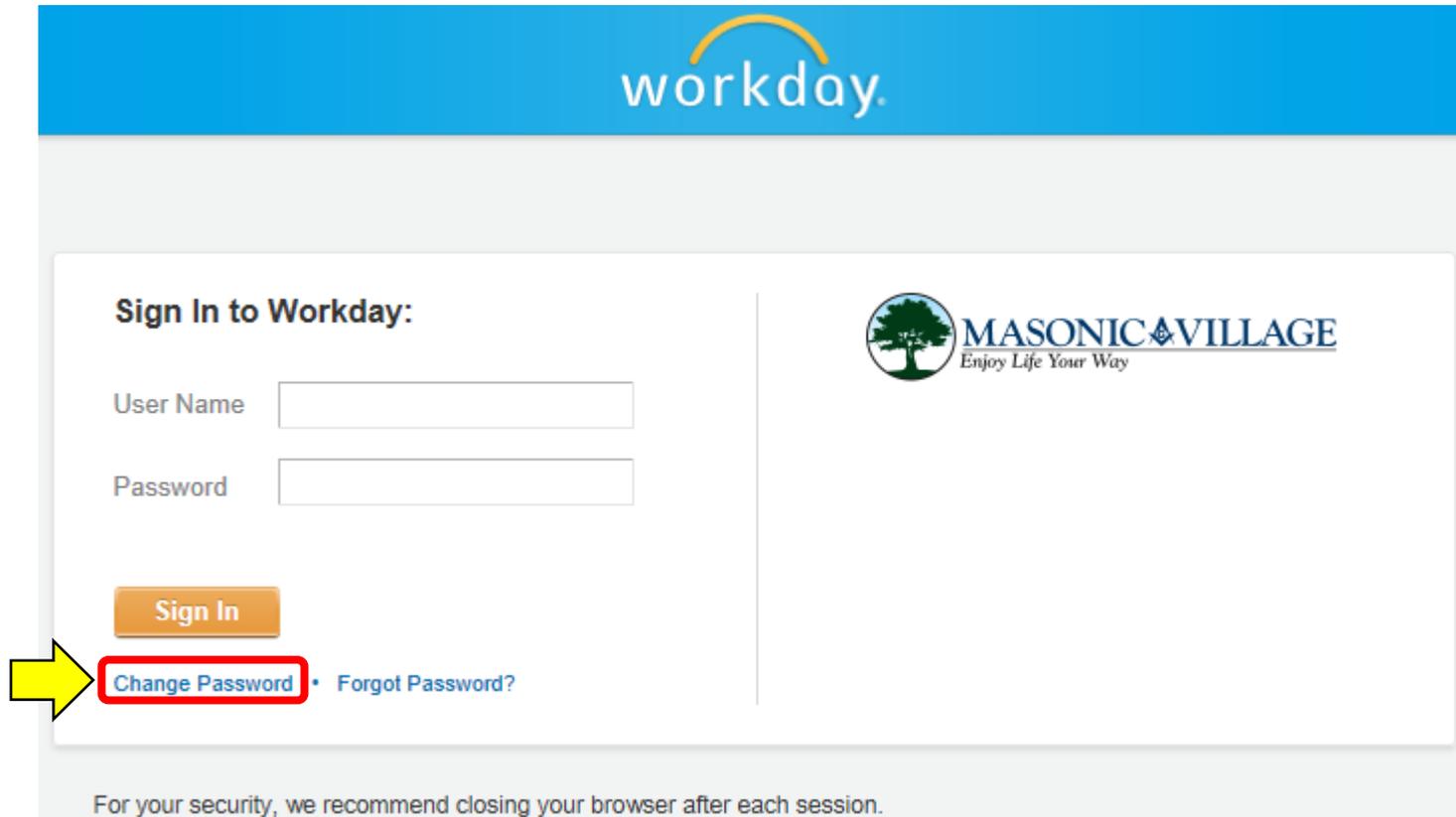
**Done**





## Changing Your Password from the Workday Login Screen

1. On the Sign In to Workday screen click **Change Password**.





2. Enter your **Workday user name, old (current) password, your new password, and verify your new password**. Click **Submit**. You will then be signed into Workday with your new password.

**Change Password**

User Name

Old Password

New Password

Verify New Password

**Submit**

[Back to Sign In](#)

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## Reset a Forgotten Workday Password

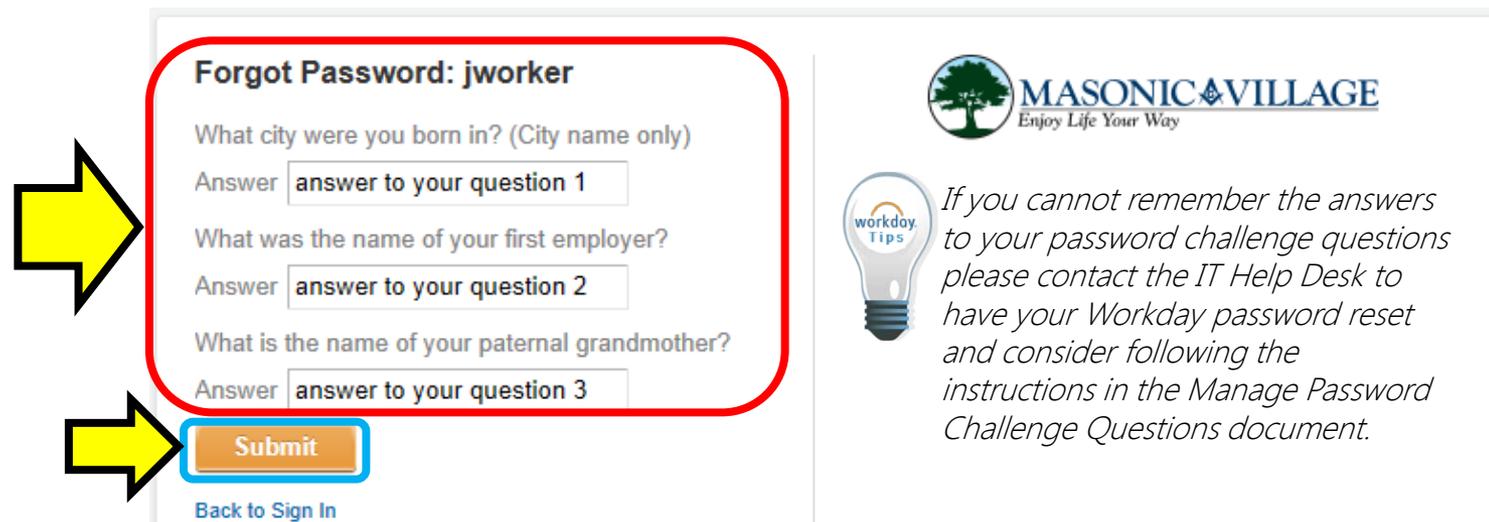
1. On the Sign In to Workday screen click **Forgot Password?**



2. The Forgot Password window will appear. **Enter your Workday user name** as directed. Click **Continue**.



3. The Forgot Password: (your user name) window will appear with the **three password challenge questions** you selected and answered when you first logged into Workday (or if/when you performed the Manage Password Challenge Questions task – see procedure named as such for further instructions). **Enter the answers**. Click **Submit**.





4. After you have successfully answered your password challenge questions you will be able to enter and confirm a new Workday password. Click Submit to save the new password and to be automatically signed into Workday.

### Forgot Password: jworker

Your request to reset the password to your Workday account was successful. Please enter a new password to sign on.

New Password

Verify New Password

[Submit](#)

[Back to Sign In](#)

