



Logging Into Workday for the First Time

This document contains instructions in the following areas for logging into Workday for the first time:

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Overview

The first time you log into Workday there are a few quick tasks to get your account ready for regular use in Workday. These steps outline these tasks – you'll be up and running with Workday in no time!

Logging In Using Your Temporary Password

You will be supplied with your Workday user name.

You will be given a temporary password to log into Workday for the first time. Workday passwords are case sensitive.

1. At the Workday login screen enter your **User Name** and your temporary Workday **Password**. Click **Sign In**.

workday.

Sign In to Workday:

User Name jworker

Password

Sign In

Change Password • Forgot Password?

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Changing Your Temporary Password to One of Your Choice

1. You will be prompted to change your temporary password to one of your choice. Taking note of the **Password Rules**, enter your current password (which is the temporary Workday 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 !"#%&'()*+,-./:;=>?@[N^_`{|}~. The password must not have been used within the following number of last passwords: 4.

Current Password * [password field]

New Password * [password field]

Verify New Password * [password field]

OK Cancel

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

Change Password

The task was completed successfully.

Done





Selecting and Answering Password Challenge Questions

1. You will be required to select and answer three password challenge questions which will be used in the event that you do not remember your Workday password and wish to reset your password without contacting the IT Help Desk. Choose the questions from the **drop-down menus and enter your answers in the text boxes**. Click **OK**.

2. Click **Done** on screen which displays a confirmation of your questions and answers.

Select the First Security Challenge Question	What city were you born in? (City name only)
First Challenge Answer	Your answer
Select the Second Security Challenge Question	What was the name of your first employer?
Second Challenge Answer	Your answer
Select the Third Security Challenge Question	What is the name of your paternal grandmother?
Third Challenge Answer	Your answer





Getting Started with Workday

1. The following introductory screen will appear. Take a moment to check it out. Click **Let's get started!** to get to your Workday Landing Page.

