



Managing Password Challenge Questions

This document contains instructions in the following areas for managing password challenge questions:

- Overview
- Selecting Different Questions and/or Changing Answers to the Questions



Overview

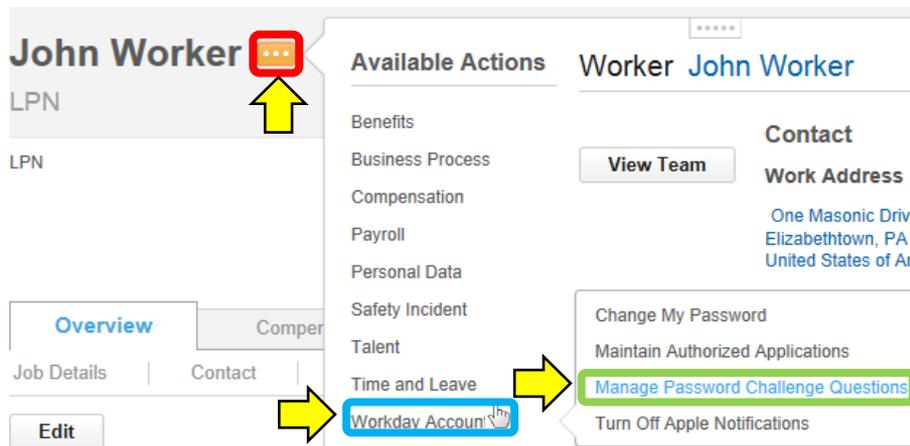
The first time you signed into Workday you were asked to select and answer three password challenge questions. These questions and answers are used in the event that you forget your Workday password. On the Workday login screen there is a link to click named Forgot Password?

If you cannot remember the questions you selected and the answers you provided you may change them at any time while logged into Workday.

There are many means to get to where you can manage your password challenge questions. Two methods will be shown in these instructions: using the Related Actions off of your Workday Profile screen and using the drop-down menu for your Profile screen.

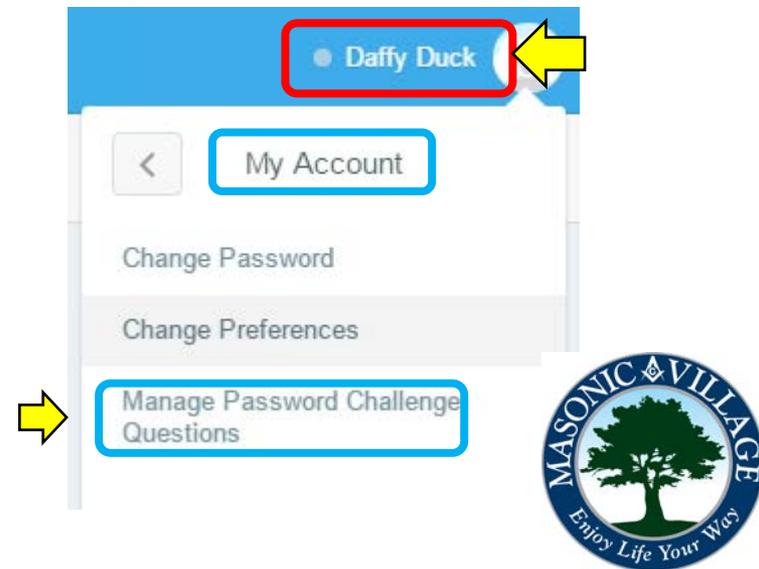
Workday Profile Screen

Select the **related actions icon** -> **Workday Account**
-> **Manage Password Challenge Questions**



Workday Landing Page

Click **your name** in the upper-right corner of the Workday Landing Page -> Click **My Account**. Then Click **Manage Password Challenge Questions**



Managing Password Challenge Questions

1. The Manage Password Challenge Questions screen will appear. From the **drop-down lists select different questions and then provide the answers in the associated answer boxes (or simply change the answers to the questions)**. Click **OK**.

Manage Password Challenge Questions

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember. Your current questions and answers are shown here.

Select the First Security Challenge Question *

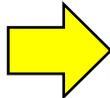
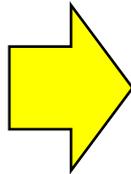
First Challenge Answer *

Select the Second Security Challenge Question *

Second Challenge Answer *

Select the Third Security Challenge Question *

Third Challenge Answer *



2. A confirmation screen will appear. Click **Done**.

Manage Password Challenge Questions

Select the First Security Challenge Question

First Challenge Answer

Select the Second Security Challenge Question

Select the Third Security Challenge Question

Third Challenge Answer

