

SET UP ACCOUNT PREFERENCES

Depending on how your organization configures Workday, you can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

1. Select your **Profile**, then **My Account** and **Change Preferences**.
2. Change any of the field settings on the Change Preferences page that your organization permits.

Change Preferences Imcneil / Logan McNeil

Global Preferences

Default Locale	English (United States) - en_US
Preferred Locale	English (United States) - en_US ▼
Default Display Language	English
Preferred Display Language	English ▼
Default Timezone	GMT-08:00 Pacific Time (Los Angeles)
Default Hour Clock (from Locale)	12 hour
Preferred Hour Clock	select one ▼
Enable Preferred Currency Reference View	<input checked="" type="checkbox"/>
Default Currency	USD

OK **Cancel**

3. Select **OK**.

Continued on
next page



CHANGE YOUR PASSWORD

1. Select your **Profile**, then **My Account**, and **Change Password**.
2. Select the **Current Password** field and enter the current password.
3. Select the **New Password** field and enter the new password.
4. Select the **Verify New Password** field and enter the new password again.

Change Password

Changing your password will end all other Workday sessions. Please ensure you are logged out of all devices before changing your password.

Password Rules Your new password must not be the same as your current password. It must contain at least 8 alphanumeric characters, uppercase characters, lowercase characters, and a special character.

Current Password *

New Password *

Verify New Password *

OK **Cancel**

5. Select **OK**.



Depending on how your organization has configured Workday, you may need to create one or more challenge questions when you first sign in. You can modify the challenge questions at any time.

Continued on
next page



MANUALLY CHANGE YOUR PASSWORD CHALLENGE QUESTIONS

Employee

If you forget your password, you need to answer the challenge questions before you can reset it.

1. Select your **Profile**, then **My Account** and **Manage Password Challenge Questions**.
2. In the **Select the First Security Challenge Question** field, select the pull-down menu and choose a challenge question.
3. Select the **New Answer** field and enter an answer.
4. Repeat these steps for the remaining challenge question and answer fields.
5. Select **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.

Select the First Security Challenge Question * What city were you born in (City nam... ▾

New Answer *

Select the Second Security Challenge Question * What was the name of your first pet? ▾

New Answer *

Select the Third Security Challenge Question * What is your maternal grandmother's... ▾

New Answer *

OK Cancel

CHANGE YOUR PASSWORD FOR IPHONE AND IPAD

From the Home page:

1. Select your **Profile**.
2. Select **Login and Security**.
3. Select **Change Password**.
4. Select the **Current Password** field and enter the current password.
5. Select the **New Password** field and enter the new password.
6. Select the **Verify New Password** field and enter the new password again.
7. Select **OK** to confirm the change.

SIGN OUT FOR IPHONE AND IPAD

From the Home page:

1. Select your **Profile**.
2. Select **Sign Out**.

