

## 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** photo > **My Account** > **Change Preferences**.
2. Change any of the items listed on the Change Preferences page, as allowed by your organization.
3. Select **OK** to save changes.

## CHANGE YOUR PASSWORD

1. Select your **Profile** photo > **My Account** > **Change Password**.
2. Enter your current password and new password.
3. Verify your new password.
4. Select **OK** to save changes.



**Note:** The first time you sign in, Workday may prompt you to set your security questions, based on how your organization has configured Workday.

## MANUALLY CHANGE YOUR PASSWORD CHALLENGE QUESTIONS

If you forget your password, you will have to answer challenge questions to reset it. You can modify these questions at any time.

1. Select your **Profile** photo > **My Account** > **Manage Password Challenge Questions**.
2. In the Select the First Security Challenge Question field, use the pull-down menu to choose from the list of available challenge questions.

3. Enter your answer.
4. Repeat this for all required fields.

**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**

5. Select **OK** to save changes.

## MOBILE

### CHANGE YOUR PASSWORD FOR IPHONE AND IPAD

From the Home page:

1. Tap your **Profile** photo.
2. Tap **Login and Security**.
3. Tap **Change Password**.
4. Enter your current and new password.
5. Verify your new password.

## Getting Started: Set Passwords and Account Preferences

Employee

6. Tap **Done** to apply the change.

### SIGN OUT FOR IPHONE AND IPAD

From the Home page:

1. Tap your **Profile** photo.
2. Tap **Sign Out**.