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.



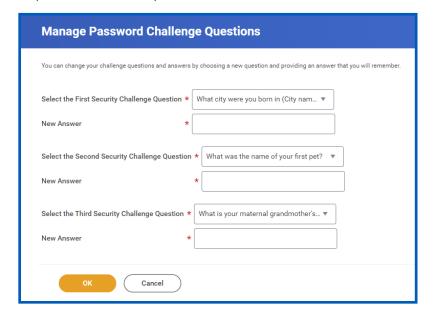
<u>Note</u>: The first time you sign in, Workday may prompt you to set your security questions, based on how your organization has configured Workday.

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.
- 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.



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.



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.

