

## Password Reset

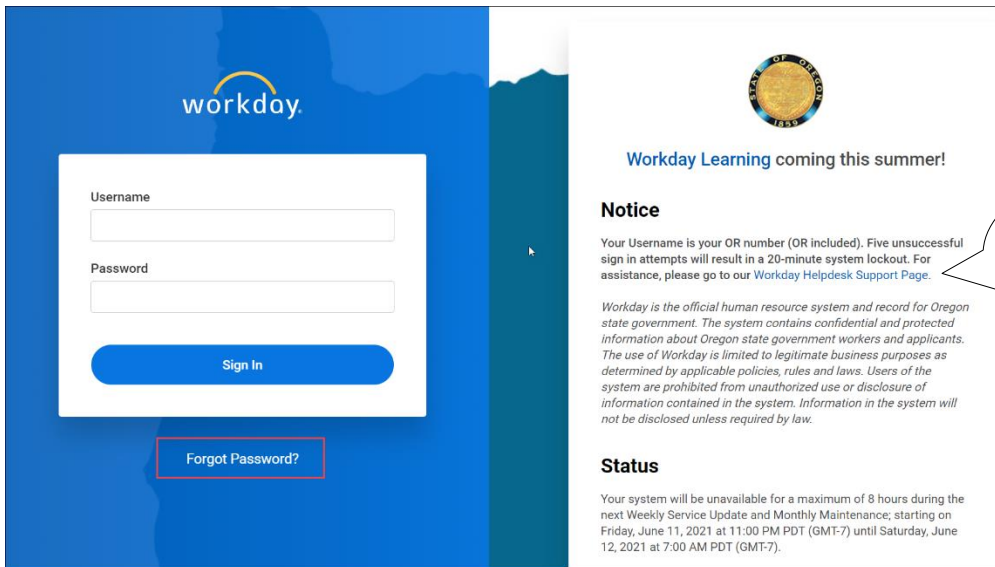
This job aid will walk you through the process of resetting your password. You can reset your information from the login screen or within your profile. The agency Security or Password Reset Partners can also reset passwords and challenge questions. [Agency contact information](#)



When resetting your password, be sure both username and password fields are blank. If 5 login attempts have been made without success, the account will automatically lock for a minimum of 20 minutes, and emails will not be sent during this time.

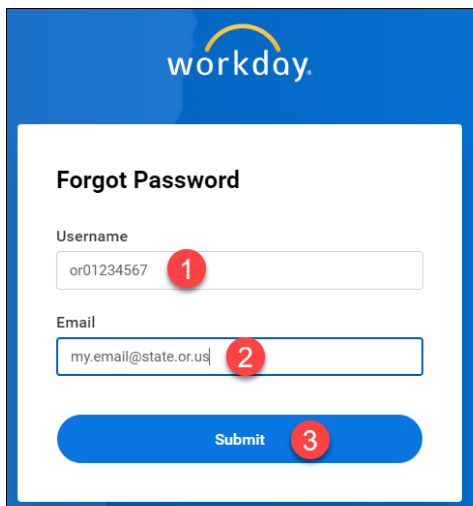
## WORKDAY LOGIN SCREEN

Step 1: On the *Workday* login page <https://wd5.myworkday.com/wday/authgwy/oregon/login.html>, click on the **Forgot Password** link.



Tip: Click the link to find Human Resources contact information.

Step 2: In the *Username* box, type in your username. Your username is your OR# (including the OR) (1). In the *Email* box, type in your email address (2). Click **Submit** (3).




The *Username* and *Email* must match exactly what is in Workday or an email to reset your password will not be sent.

If an employee does not have a work email address in Workday, a personal email may be used.

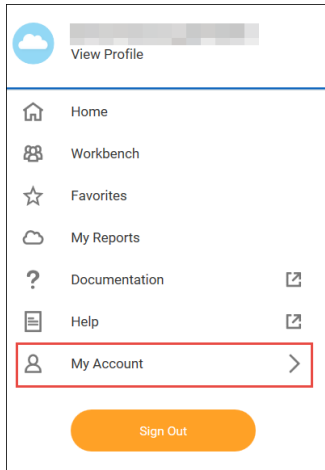


System generated passwords are good for 1 hour or 1 attempt whichever is first. Challenge questions can only be reset from the worker's profile. If you are not able to login due to the challenge questions, contact the agency Security or Password Reset Partner.

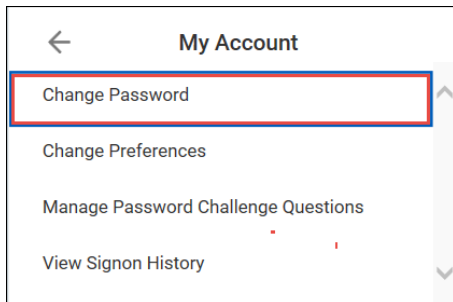
FROM YOUR PROFILE (After Login)

Step 1: Click on the cloud icon  or your photo in the upper right corner of your screen.

Step 2: Click on the *My Account* menu.



Step 3: In the *My Account* menu, click on **Change Password**.



Step 4: In the *Current Password* box, type in your current password (1). In the *New Password* box, type in your new password (2). In the *Verify New Password* box, type in your new password again (3).

### Change Password

Changing your password will end all other Workday sessions. Please ensure you have no unsaved work before proceeding.

**Password Rules**      Your new password must not be the same as your current password or user name. Minimum number of characters required: 10. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#%&'()\*+,-./:;<=>?@[\\]^\_`{|}~. The password must not have been used within the following number of days: 365. The password must not have been used within the following number of last passwords: 24.

Current Password\*  1

New Password\*  2

Verify New Password\*  3

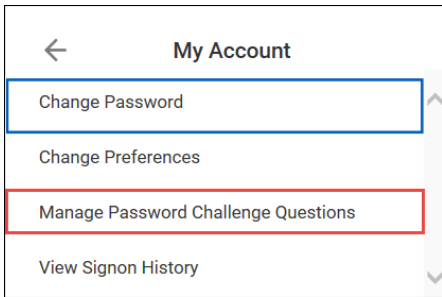
Step 5: Click **Submit**.



If you only needed to change your password, this process is now complete. If you need to also reset your challenge questions, continue to step 6.

Step 6: Repeat steps 1 and 2.

Step 7: From the *My Account* menu, click on **Manage Password Challenge Questions**.



Step 8: In the *Select the First Security Challenge Question* box, select your new security challenge question by clicking on the down arrow (1). In the *New Answer* box, type in the answer to the question you selected (2).

**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 \*  ▼ 1

New Answer \*  2

Select the Second Security Challenge Question \*  ▼

New Answer \*

Step 9: Repeat step 8 for all of the questions you would like to change.

Step 10: Click **Submit**.