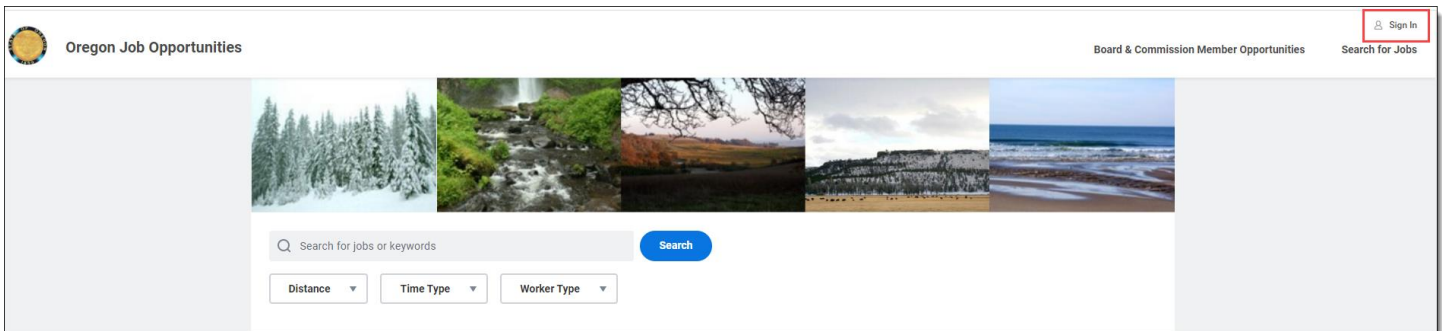


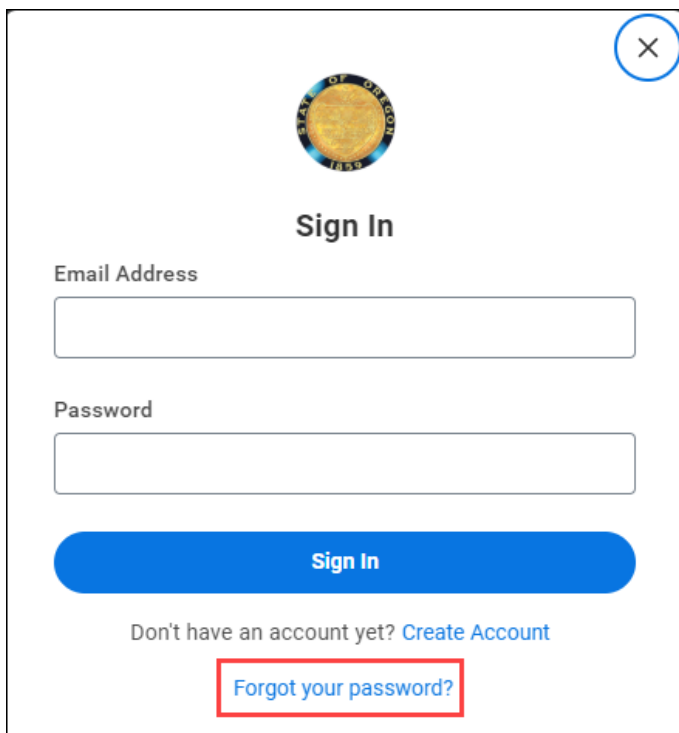
External Candidate Reset Password

This job aid will walk you through the process of resetting your Workday candidate account password. You can reset your password from the [Oregon Job Opportunities page](#).

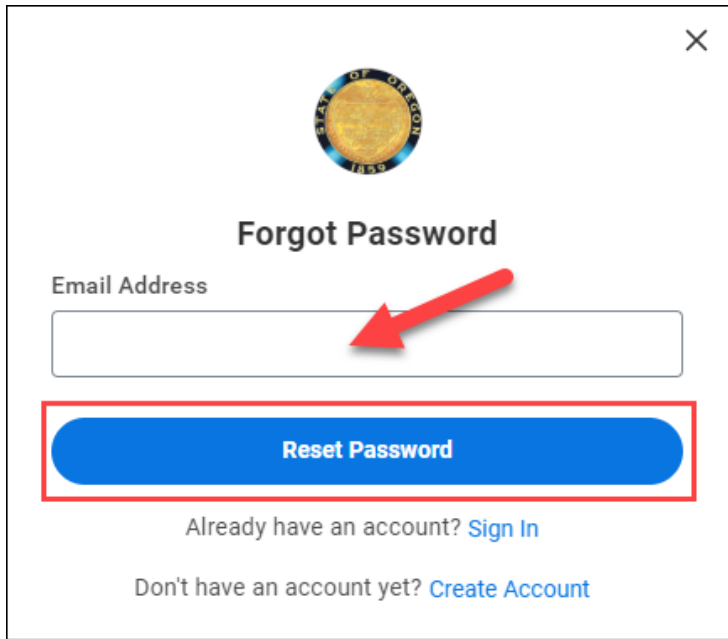
Step 1: Click on **Sign In** in the upper right corner of the Oregon Job Opportunity page.



Step 2: Click **Forgot your password?**

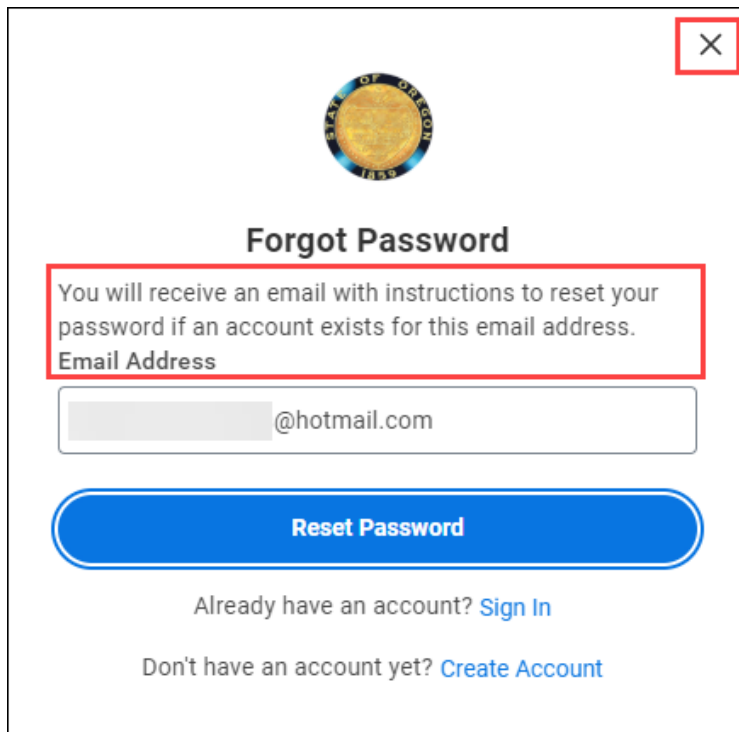


Step 3: Enter your **Email Address**. This should be the same email address that was used to create your candidate account. Click **Reset Password**.



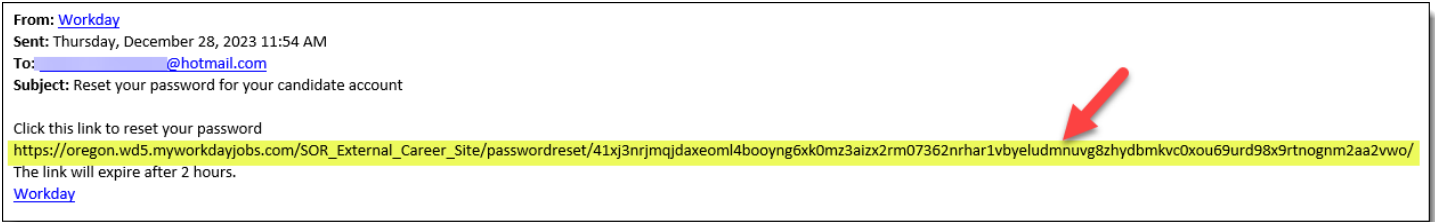
The screenshot shows a 'Forgot Password' form with the Oregon State seal at the top. Below the seal is the title 'Forgot Password'. There is an 'Email Address' label above a text input field. A red arrow points to the input field. Below the input field is a blue button labeled 'Reset Password', which is highlighted with a red rectangular box. At the bottom of the form, there are two links: 'Already have an account? Sign In' and 'Don't have an account yet? Create Account'. A close button (X) is in the top right corner.

Step 4: The screen will update with a message informing you that you will receive an email with instructions to reset your password if an account exists for this email address. Click the **X** to close the message and then look for your email from Workday.



The screenshot shows the 'Forgot Password' form after a message is displayed. The message, 'You will receive an email with instructions to reset your password if an account exists for this email address.', is enclosed in a red rectangular box. Below the message is the 'Email Address' label and a text input field containing a masked email address followed by '@hotmail.com'. A blue button labeled 'Reset Password' is below the input field. At the bottom, the same two links are present: 'Already have an account? Sign In' and 'Don't have an account yet? Create Account'. The close button (X) in the top right corner is also highlighted with a red rectangular box.

Step 5: Click on the hyperlink provided in the email. Note: Do not click on the blue word *Workday*.



Step 6: Create a new **Password** using the password requirements. Enter the new password again in the **Verify New Password** field, then click **Submit**.

Reset Password

Password Requirements:

- An alphabetic character
- A minimum of 8 characters
- A lowercase character
- An uppercase character
- A numeric character
- A special character

Password

Verify New Password

[Submit](#)

Step 7: Your password has been reset. You can use it now to sign into your candidate account.

Sign In

Password has been reset

Email Address

Password

[Sign In](#)

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)