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**.

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.
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.

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