

# Reset Employee Password and Challenge Questions

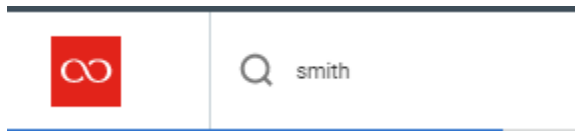
## Overview

Use this space to explain the purpose of the Workday transaction.

**Who Does This:** HRBP

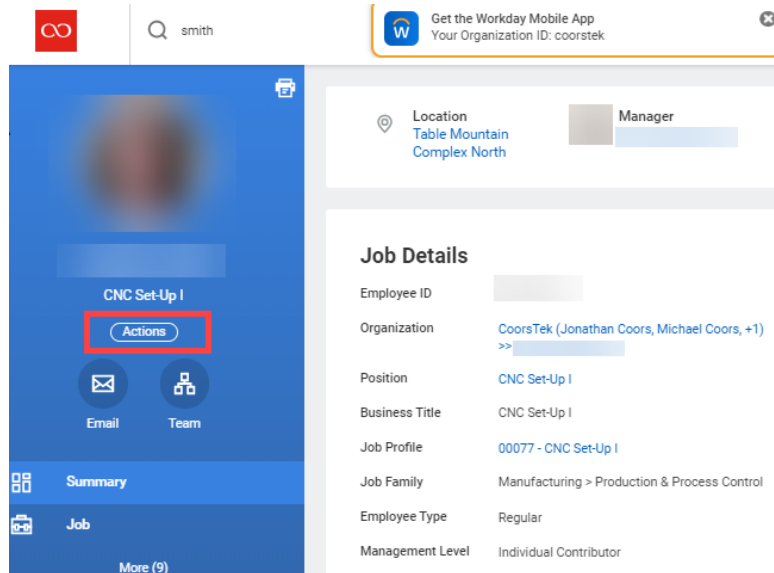
## Things to Know:

- Password resets are temporary.
- Challenge questions will also be reset.



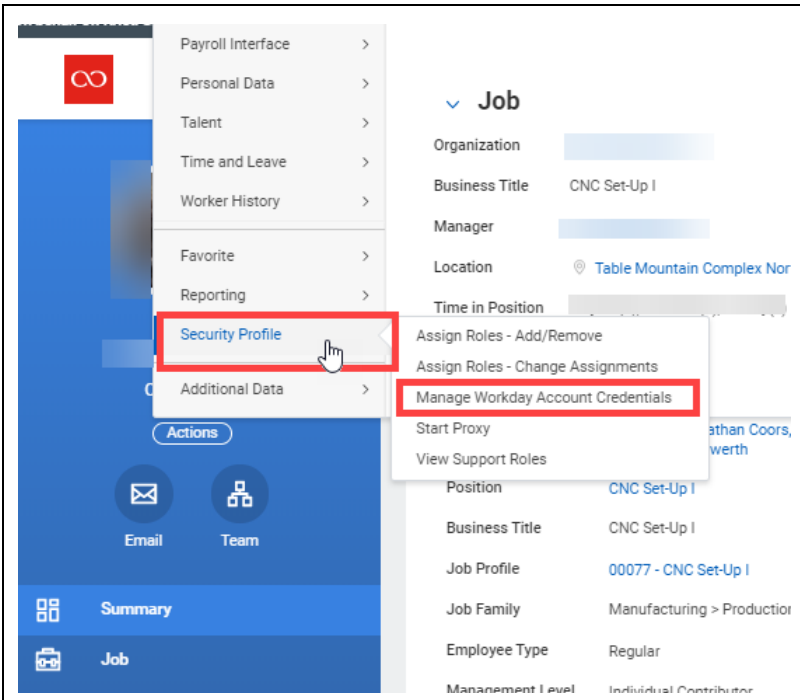
## Password Reset: Step 1

In the search box, type in the Employee's name.



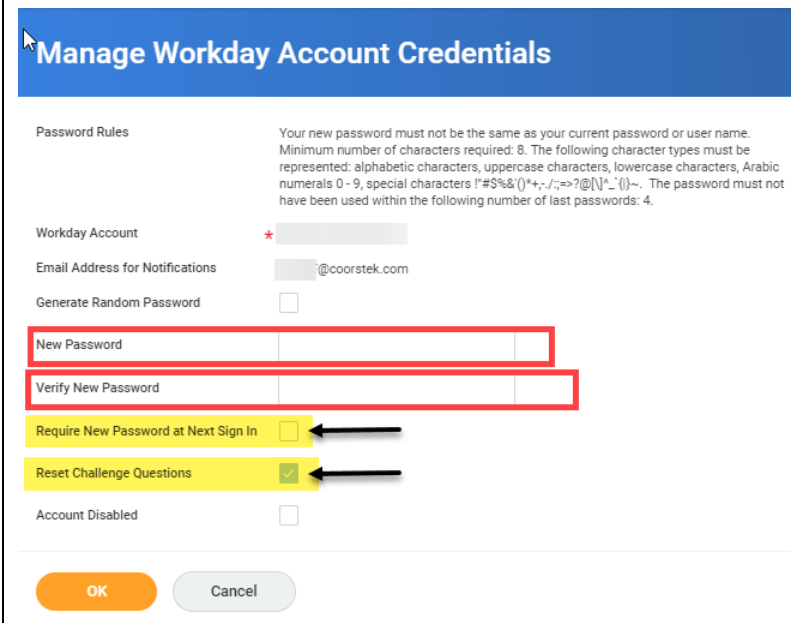
## Password Reset: Step 2

From the Employee's worker profile, click on the **Actions** button.



### Password Reset: Step 3

Scroll down and select **Security** and then select **Manage Workday Account Credentials**.



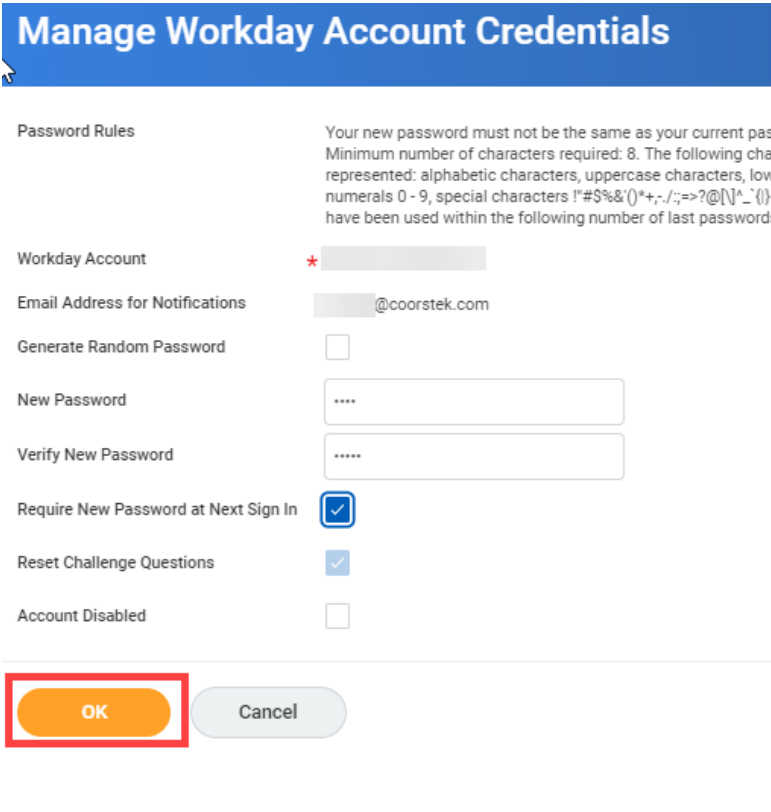
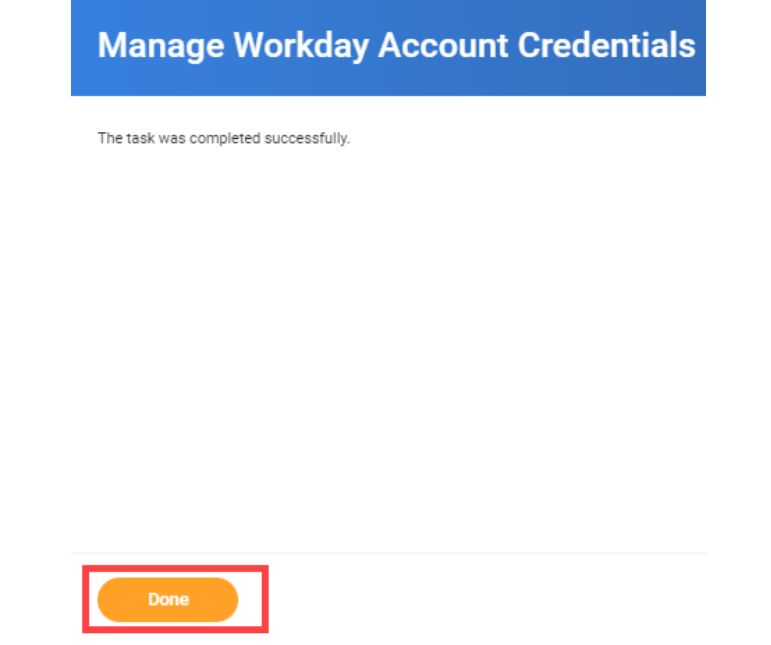
### Password Reset: Step 4

From the Manage Workday Account Credentials screen, enter a new Temporary Password into the **New Password** field.

Re-enter the Temporary Password in the **Verify New Password** field.

Check the box **Require New Password at Next Sign In**.

Check the box **Reset Challenge Questions**.

 <p><b>Manage Workday Account Credentials</b></p> <p>Password Rules Your new password must not be the same as your current pas Minimum number of characters required: 8. The following cha represented: alphabetic characters, uppercase characters, low numerals 0 - 9, special characters !"#\$%&amp;'()*+,-./:;&lt;=&gt;@[^_`{ }~ have been used within the following number of last passwords</p> <p>Workday Account * [redacted]</p> <p>Email Address for Notifications [redacted]@coorstek.com</p> <p>Generate Random Password <input type="checkbox"/></p> <p>New Password [password field]</p> <p>Verify New Password [password field]</p> <p>Require New Password at Next Sign In <input checked="" type="checkbox"/></p> <p>Reset Challenge Questions <input checked="" type="checkbox"/></p> <p>Account Disabled <input type="checkbox"/></p> <p><b>OK</b> Cancel</p>	<p><b>Password Reset: Step 5</b> Click <b>OK</b> and provide the Employee with their temporary password.</p> <p>Note: the employee will be required to reset their password and challenge questions at their next sign-on.</p>
 <p><b>Manage Workday Account Credentials</b></p> <p>The task was completed successfully.</p> <p><b>Done</b></p>	<p><b>Password Reset: Step 6</b> Click <b>Done</b>.</p>

**FAQ's**

- **What happens next?** HRBPs will reset an employee's password temporarily, providing the employee with the temporary password. At their next sign-in, the employee will be required to reset their password and challenge questions.