

UPDATE YOUR PASSWORD CHALLENGE QUESTIONS IN WORKDAY QUICK REFERENCE GUIDE



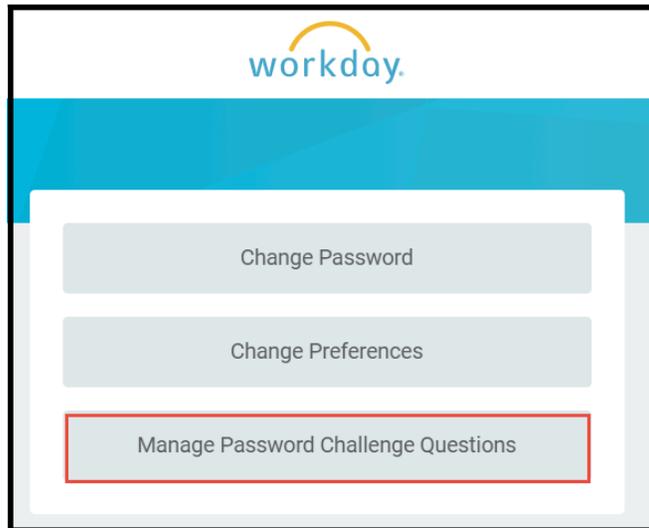
UPDATE YOUR PASSWORD CHALLENGE QUESTIONS IN WORKDAY

To change your password challenge questions...

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember. This will allow you to access Workday when you have forgotten your password.



1. From the **Home** page, click on the **My Account** worklet.



2. Then, click the **Manage Password Challenge Questions** button.

Select the First Security Challenge Question *

New Answer *

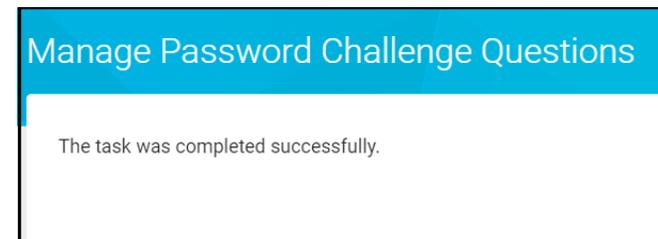
Select the Second Security Challenge Question *

New Answer *

Select the Third Security Challenge Question *

New Answer *

3. Click the drop down arrow to select the security question of your choice.
4. Type the answer to the security question in the **New Answer** field.
NOTE: Your password answers are case sensitive.
5. Repeat steps 3 and 4 to update other questions and answers.
6. Click .



7. Then, click . Your challenge questions are now updated.