

INTRODUCTION

Employees who have not completed Onboarding log into USFWorks using a Temporary Direct Link. They will continue to use this link until they have completed the onboarding process by bringing their I-9 to the Human Resources office for validation.

FIRST LOG IN WILL PROMPT TO SELECT SECURITY QUESTIONS:

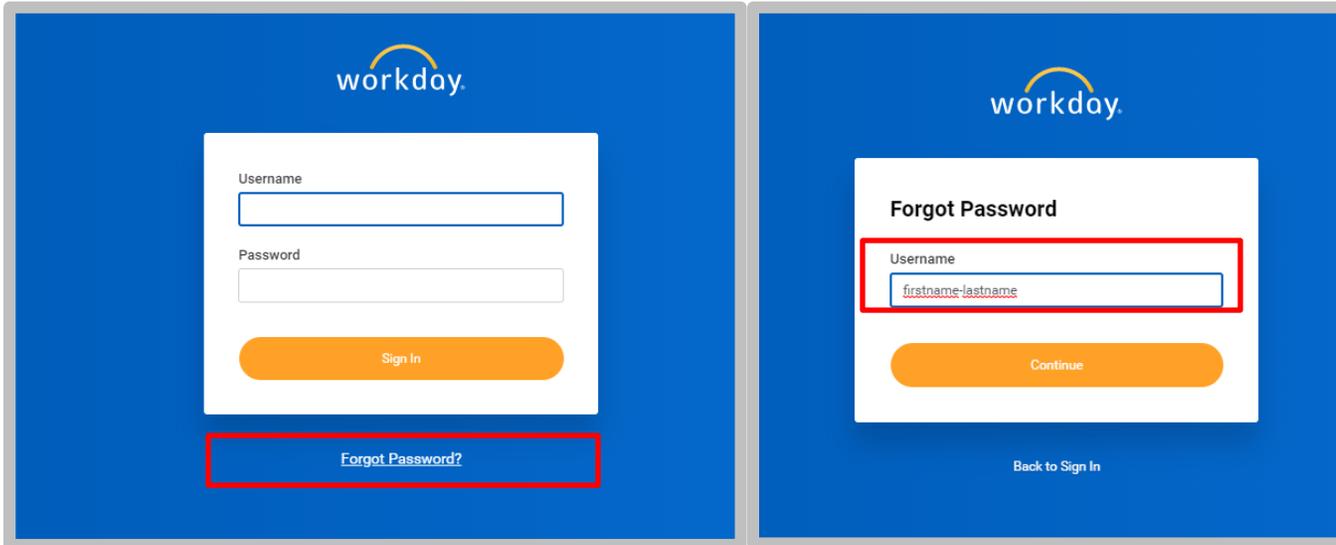
Employees can select up to three security questions from the drop-down list and record their answers. These will be the challenge questions they will face should they need to reset their password.

The screenshot displays the Workday password reset interface for the University of San Francisco. It is divided into two main sections:

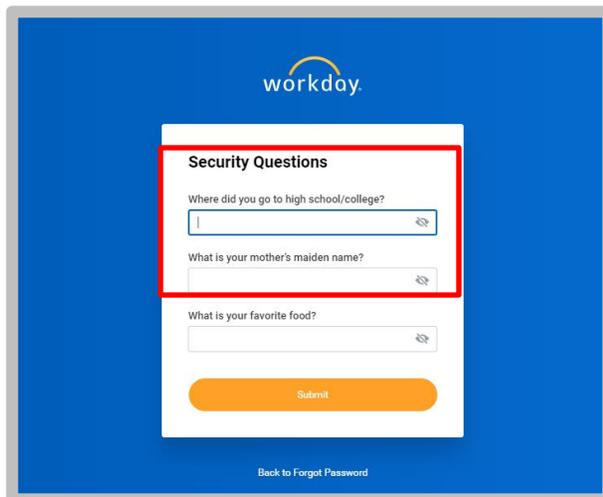
- Select Security Questions:** A form where users can choose up to three security questions from a dropdown list. The questions include: "Where did you go to high school/college?", "What is the name of the road you grew up on?", "Where is your favorite place to vacation?", "What is your mother's maiden name?", "What city were you born in?", "What is your favorite book?", "What is your favorite food?", "Where did you meet your spouse?", "What was the first company that you worked for?", and "What was the name of your first/current/favorite pet?".
- Welcome to the University of San Francisco! Notice:** A notice section with the following content:
 - Notice:** **** IMPORTANT: Users will be required to set a new password on their initial login**
 - Please record this temporary password:** You will continue to use it until you have completed the onboarding process by bringing your I-9 to the following offices for validation.
 - Student Employment (Students)
 - Human Resources (Non-Student)
 - PASSWORD REQUIREMENTS:**
 - Your new password must not be the same as your current password or user name.
 - Minimum number of characters required: 8.
 - The password must not have been used within the following number of last passwords: 4.
 - The following character types must be represented:
 - Alphabetic characters
 - Uppercase characters
 - Lowercase characters
 - Arabic numerals 0 - 9
 - Special characters !"#%&'()*+,-./:;>?@[\^_`{|}~.
 - Status:** Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, August 9, 2019 at 11:00 p.m. PDT (GMT -7) until Saturday, August 10, 2019 at 3:00 a.m. PDT (GMT -7).

SELECT THE [FORGOT PASSWORD?](#) LINK

1. Enter Username. *Note: This is the temporary Username employee was emailed via Workday. Example: firstname-lastname



2. Enter Security Questions. *Note: If the employee cannot enter in the answers correctly they will need to submit a ticket and ask for their account to be manually reset which could cause delay in processing.



3. Change Password to new password. Note: The password requirements are listed in the email.

The screenshot shows the Workday password reset process. On the left, the Workday logo is at the top. Below it, a red-bordered box contains the message: "Your request to reset the password to your Workday account was successful. Please enter a new password to sign on." Below this is the "Change Password" form with fields for "New Password" and "Verify New Password", and a "Submit" button. A red arrow points to the "New Password" field. At the bottom of the form area is a "Back to Sign In" link and the copyright notice "© 2019 Workday, Inc." On the right, an email notification from the University of San Francisco is displayed. It includes the university logo, a "Welcome to the University of San Francisco!" message, a "Notice" section with an important note about temporary passwords, a list of offices for validation (Student Employment and Human Resources), a "PASSWORD REQUIREMENTS" section detailing password rules, and a "Status" section about system downtime.