

## INTRODUCTION

Student 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 Student Employment office for validation.

### IMPORTANT:



**Student employees who have not fully completed the onboarding process will not be able to enter time.** These students will be able to access the Time worklet but will be unable to make any time entries. The onboarding process is not complete until the registered I-9 document has been presented in person to the Student Employment office.

## FIRST LOG IN WILL PROMPT TO SELECT SECURITY QUESTIONS:

Students 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 login interface for the University of San Francisco. On the left, a 'Select Security Questions' form is shown, featuring a list of questions such as 'Where did you go to high school/college?' and 'What is your favorite food?'. Below the questions is an 'Answer' field and a 'Submit' button. On the right, a 'Notice' box is highlighted, stating: '\*\* IMPORTANT: Users will be required to set a new password on their initial login'. Below the notice, it lists the offices for validation: Student Employment (Students) and Human Resources (Non-Student). The notice also includes 'PASSWORD REQUIREMENTS:' which specify that the new password must not be the same as the current password or user name, must be at least 8 characters long, and must contain at least 4 of the following character types: Alphabetic characters, Uppercase characters, Lowercase characters, Arabic numerals 0 - 9, and Special characters. At the bottom left of the interface, there is a 'Back to Sign In' link and a copyright notice for © 2019 Workday, Inc.

## SELECT THE FORGOT PASSWORD? LINK

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

The first screenshot shows the Workday login page. It features the Workday logo at the top. Below it are two input fields: 'Username' and 'Password'. A 'Sign In' button is positioned below the password field. At the bottom of the page, a 'Forgot Password?' link is highlighted with a red rectangular box.

The second screenshot shows the 'Forgot Password' page. It features the Workday logo at the top. Below it is a 'Forgot Password' heading. Underneath is a 'Username' input field containing the text 'firstname-lastname', which is highlighted with a red rectangular box. Below the input field is a 'Continue' button. At the bottom of the page, there is a 'Back to Sign In' link.

2. Enter Security Questions. \*Note: If the new hire cannot enter 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.

The screenshot shows the 'Security Questions' page. It features the Workday logo at the top. Below it is a 'Security Questions' heading, which is highlighted with a red rectangular box. Underneath are three questions, each with an input field and a refresh icon: 'Where did you go to high school/college?', 'What is your mother's maiden name?', and 'What is your favorite food?'. A 'Submit' button is located below the questions. At the bottom of the page, there is a 'Back to Forgot Password' link.

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

The screenshot displays the Workday password reset process. On the left, the Workday logo is at the top. A red box highlights a success message: "Your request to reset the password to your Workday account was successful. Please enter a new password to sign on." Below this is a "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 is a "Back to Sign In" link. The footer shows "© 2019 Workday, Inc." On the right, an email notification from the University of San Francisco is shown. It includes the university logo and the text "Welcome to the University of San Francisco!". A "Notice" section states: "\*\* IMPORTANT: Users will be required to set a new password on their initial login". Below this, it says "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." and lists "Student Employment (Students)" and "Human Resources (Non-Student)". A red box highlights the "PASSWORD REQUIREMENTS:" section, which lists: "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.", and "The following character types must be represented:" followed by a bulleted list: "Alphabetic characters", "Uppercase characters", "Lowercase characters", "Arabic numerals 0 - 9", and "Special characters !#\$%&'()\*+,-./:;<=>@[^\_`{|}~". Below the requirements is a "Status" section: "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)."