Accessing Workday: Password Reset

Student Employees

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.

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SELECT THE FORGOT PASSWORD? LINK

1. Enter Username. *Note: This is the temporary Username student was emailed via Workday. Example: firstname-lastname
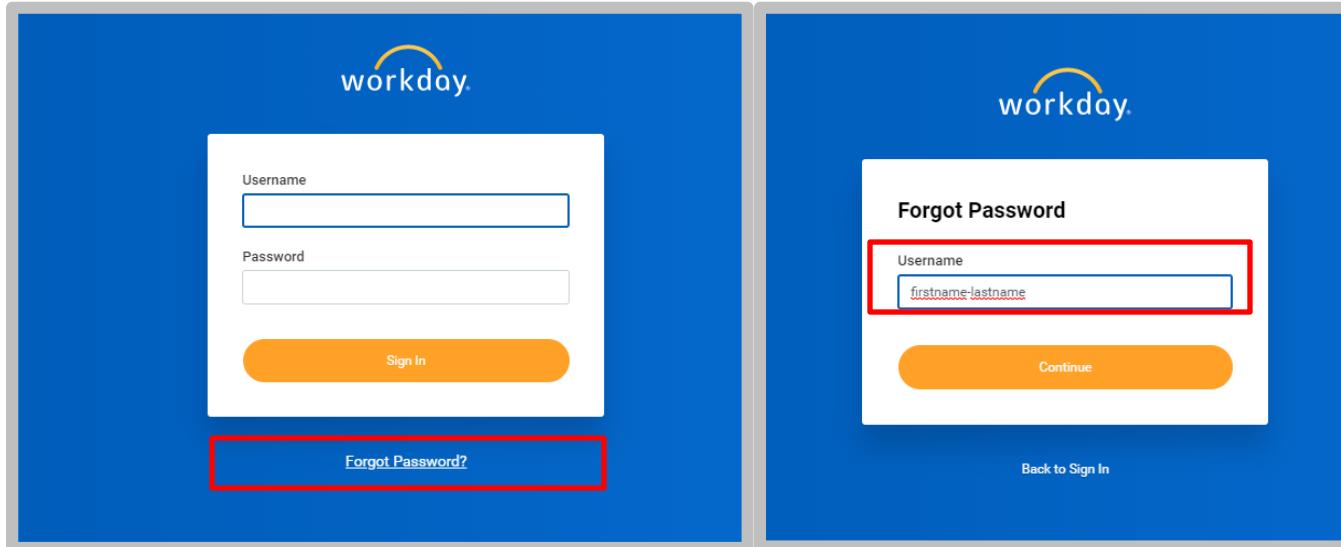
2. Enter Security Questions. *Note: If the new hire cannot enter the answers correctly they will need to submit a ticket and ask for their account to be manually reset which could cause delay in processing.
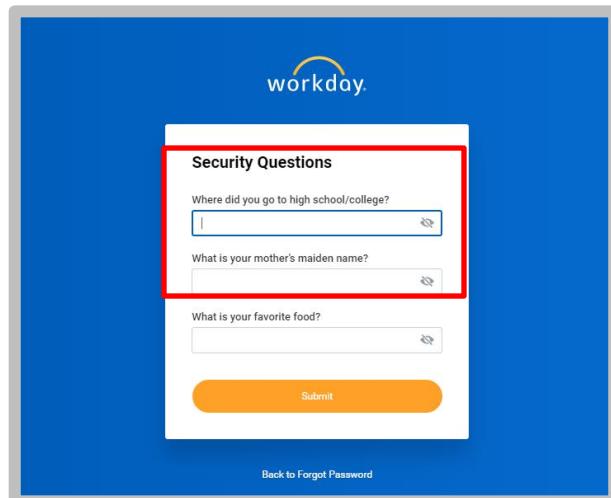
3. Change Password to new password. Note: The password requirements are listed in the email.