

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.

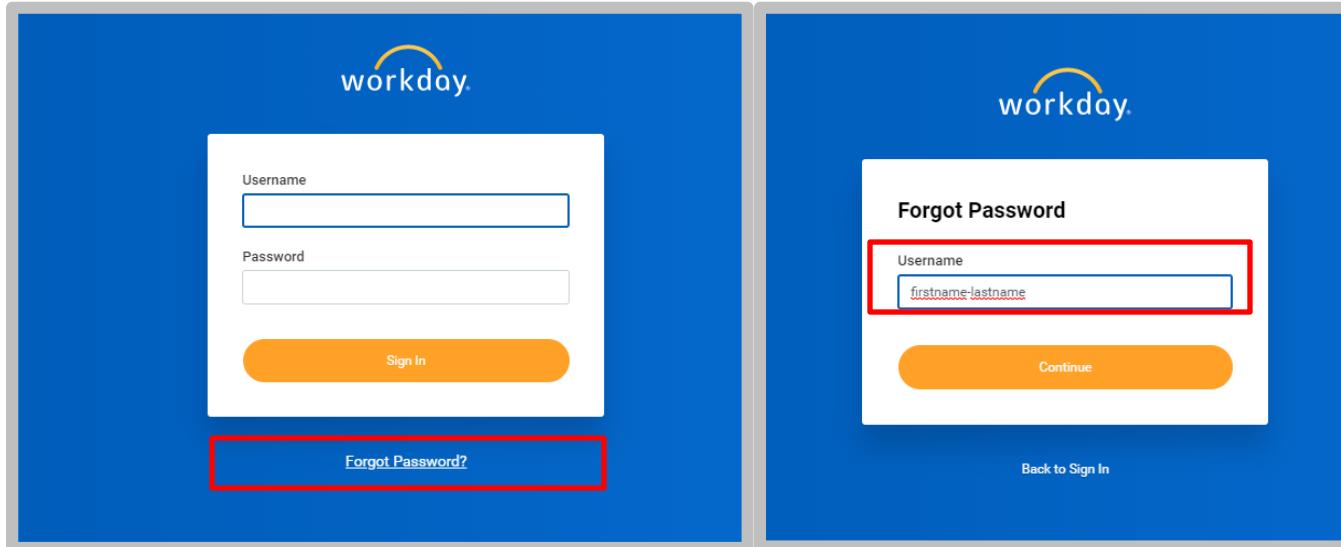
FIRST LOG IN WILL PROMPT TO SELECT SECURITY QUESTIONS:

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 shows the Workday interface. On the left, a 'Select Security Questions' page is displayed with a red box highlighting the title. It contains a dropdown menu for 'Where did you go to high school/college?' with several options listed. Below it is a dropdown for 'What is your favorite food?' and an 'Answer' text input field. At the bottom is an orange 'Submit' button. At the very bottom of the page is a 'Back to Sign In' link and a copyright notice: '© 2019 Workday, Inc.' On the right, a modal window titled 'Welcome to the University of San Francisco!' is shown. It features the University of San Francisco logo and a 'Notice' section with a red box around the text: '** 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.' It lists 'Student Employment (Students)' and 'Human Resources (Non-Student)'. Under 'PASSWORD REQUIREMENTS:', it specifies that the new password must be different from the current one, have a minimum of 8 characters, not be reused for 4 previous passwords, and include specific character types: alphabetic, uppercase, lowercase, Arabic numerals, and special characters. At the bottom of the modal is a 'Status' section with a note about system unavailability from August 9 to 10, 2019.

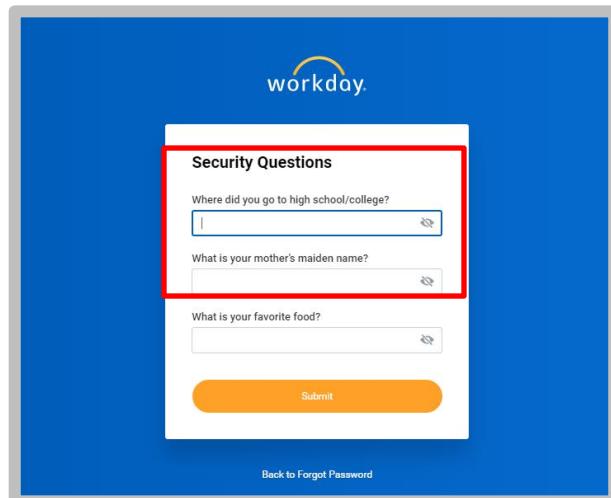
SELECT THE FORGOT PASSWORD? LINK

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



The image consists of two side-by-side screenshots of a Workday login interface. The left screenshot shows the main sign-in page with fields for 'Username' and 'Password', and an orange 'Sign In' button. Below these is a blue 'Forgot Password?' link, which is highlighted with a red rectangular box. The right screenshot shows the 'Forgot Password' page, which has a 'Username' field containing 'firstname.lastname' (also highlighted with a red box) and an orange 'Continue' button. Below the 'Forgot Password' page is a blue '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 image shows a 'Security Questions' page within the Workday interface. It features a red box highlighting the 'Security Questions' section, which contains three questions with their respective answer fields. The questions are: 'Where did you go to high school/college?', 'What is your mother's maiden name?', and 'What is your favorite food?'. Below the questions is an orange 'Submit' button, and at the bottom is a blue 'Back to Forgot Password' link.

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

The image shows a split-screen comparison. On the left, a Workday password reset page is displayed. 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." A red arrow points from this message to the right side of the image, where a University of San Francisco onboarding email is shown. The email header includes the university's logo and the text "Welcome to the University of San Francisco!". The "Notice" section contains an important message: "** IMPORTANT: Users will be required to set a new password on their initial login". It also instructs users to record a temporary password and bring their I-9 to validation offices. The "PASSWORD REQUIREMENTS:" section lists the following criteria: "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 !#\$%&'()^+,-/:=>?@[\\^_`{|}~". On the right, a "Status" section notes an upcoming system outage: "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)." The bottom of the image includes copyright information: "© 2019 Workday, Inc." and the University of San Francisco logo with the text "UNIVERSITY OF SAN FRANCISCO" and "USFWorks powered by Workday".