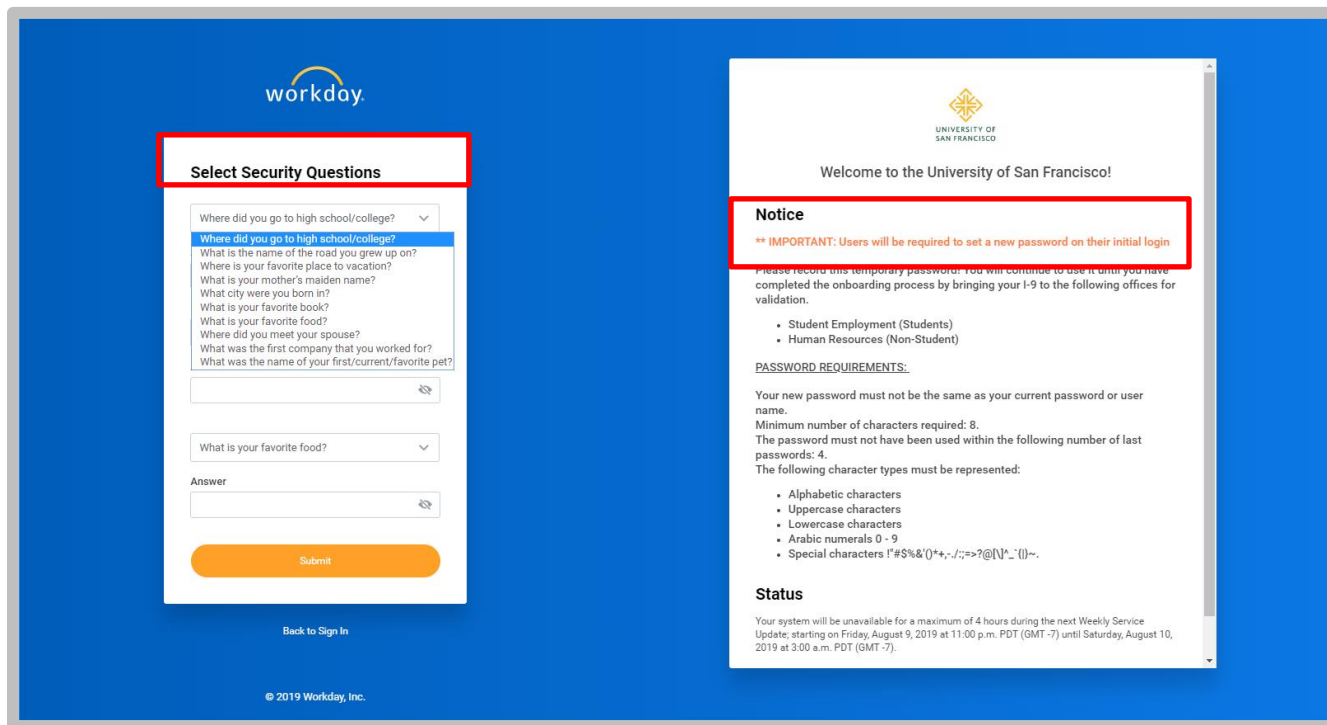


INTRODUCTION

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.

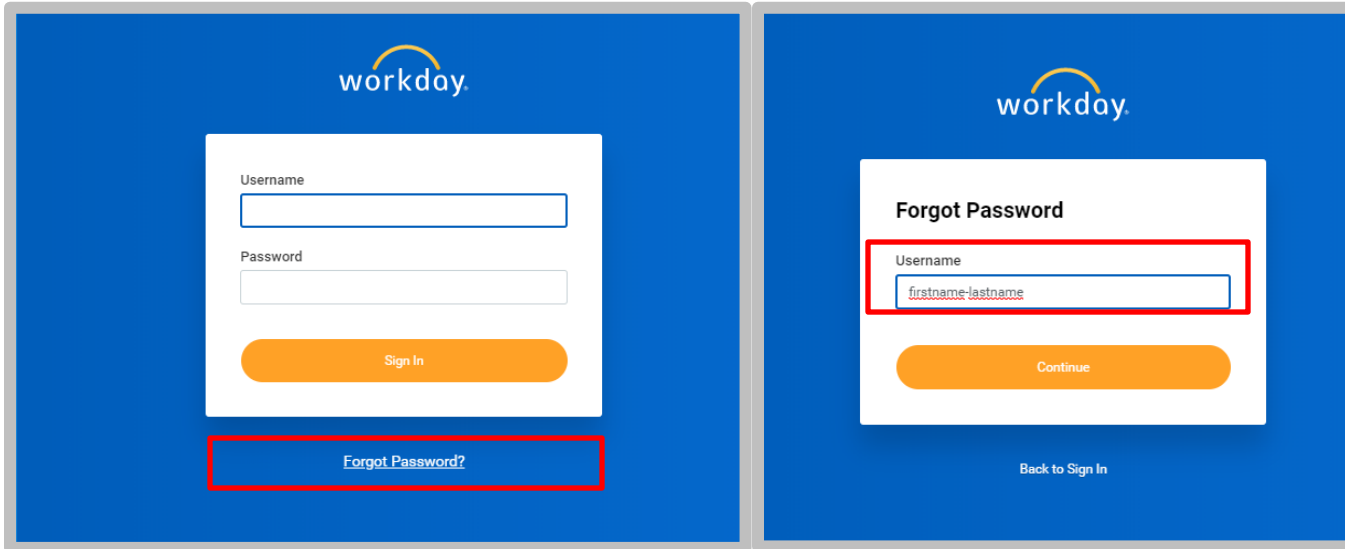
FIRST LOG IN WILL PROMPT TO SELECT SECURITY QUESTIONS:

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.

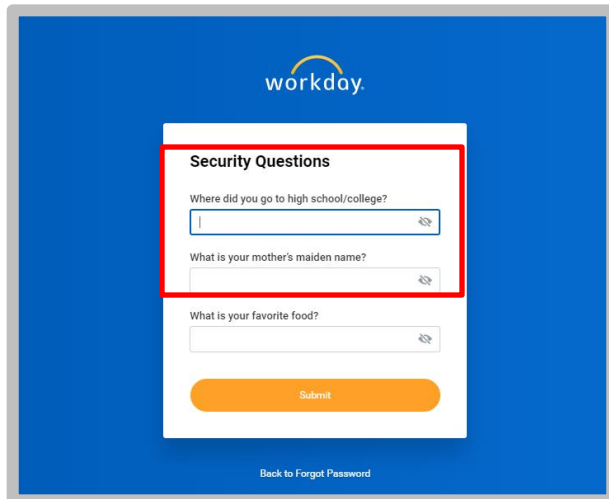


SELECT THE [FORGOT PASSWORD? LINK](#)

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 displays 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, which includes 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!" followed by a "Notice" section. The notice states: "** IMPORTANT: Users will be required to set a new password on their initial login". It then asks users to record a temporary password and lists offices for validation: "Student Employment (Students)" and "Human Resources (Non-Student)". A red-bordered 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 !#\$%&'()*+,-./:;<=>@[\\^_`{|}~". The email also includes a "Status" section about system unavailability during a weekly service update on August 9, 2019.