

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.

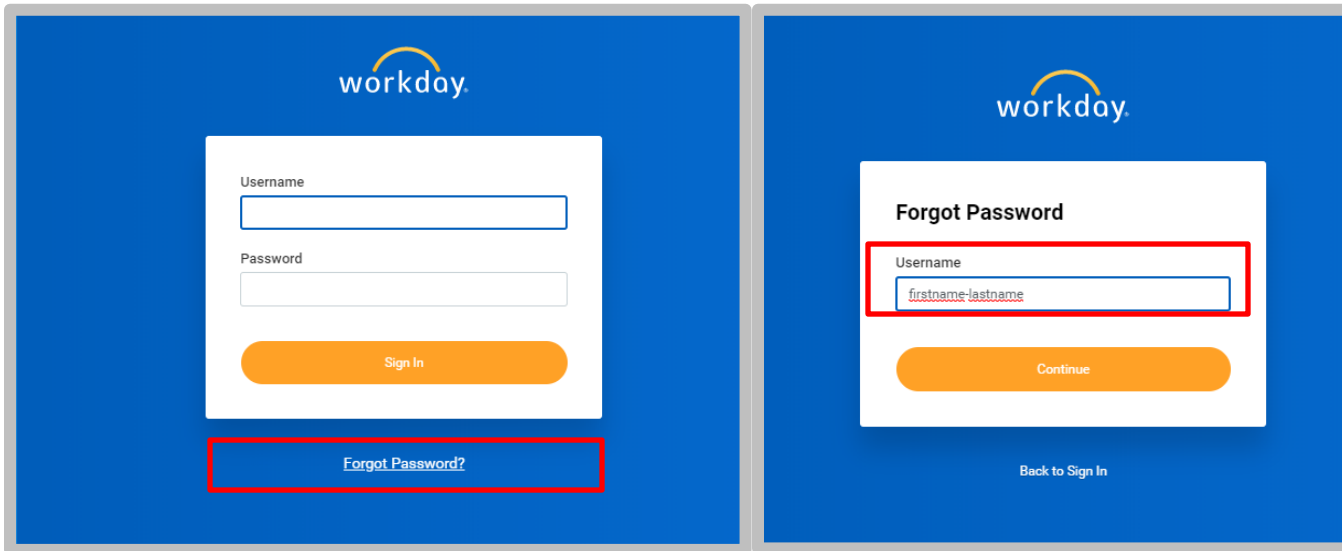
FIRST LOG IN WILL PROMPT TO SELECT SECURITY QUESTIONS:

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 login interface for the University of San Francisco. The left panel, titled 'Select Security Questions', features a list of questions for selection, including '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?'. Below the list is a text input field for the answer and a 'Submit' button. The right panel, titled 'Welcome to the University of San Francisco!', contains a 'Notice' box with the text: '** IMPORTANT: Users will be required to set a new password on their initial login'. Below the notice, it states: '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 the offices: 'Student Employment (Students)' and 'Human Resources (Non-Student)'. The 'PASSWORD REQUIREMENTS' section specifies: '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:'. The list of character types includes: 'Alphabetic characters', 'Uppercase characters', 'Lowercase characters', 'Arabic numerals 0 - 9', and 'Special characters !"#%&'()*+,-./:;>?@[\]^_`{|}~'. The 'Status' section at the bottom indicates: '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)'.

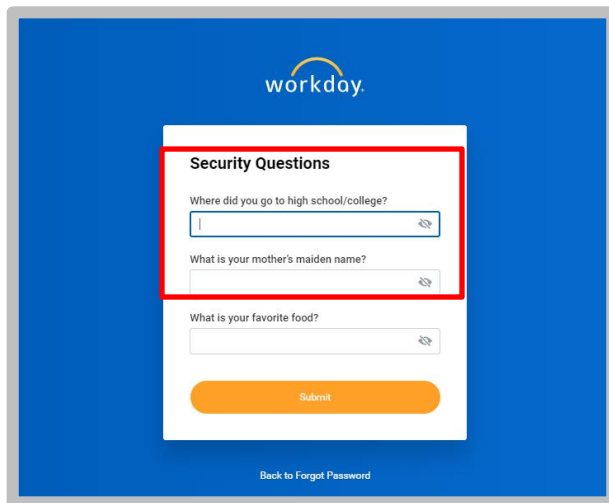
SELECT THE [FORGOT PASSWORD?](#) LINK

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



The first screenshot shows the Workday login page. It has a blue background with the Workday logo at the top. Below the logo is a white box containing two input fields: 'Username' and 'Password'. Below these fields is an orange 'Sign In' button. At the bottom of the white box is a red-bordered box containing the text 'Forgot Password?'. The second screenshot shows the 'Forgot Password' page. It has a blue background with the Workday logo at the top. Below the logo is a white box with the title 'Forgot Password'. Inside this box is a red-bordered box containing the text 'Username' and a text input field with the placeholder text 'firstname-lastname'. Below this is an orange 'Continue' button. At the bottom of the white box is a link that says 'Back to Sign In'.

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.



The screenshot shows the 'Security Questions' page. It has a blue background with the Workday logo at the top. Below the logo is a white box with the title 'Security Questions'. Inside this box are three questions with input fields: 'Where did you go to high school/college?', 'What is your mother's maiden name?', and 'What is your favorite food?'. Below these is an orange 'Submit' button. At the bottom of the white box is a link that says 'Back to Forgot Password'.

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

workday

Your request to reset the password to your Workday account was successful. Please enter a new password to sign on.

Change Password

New Password

Verify New Password

Submit

[Back to Sign In](#)

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UNIVERSITY OF SAN FRANCISCO

Welcome to the University of San Francisco!

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).