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.
Accessing Workday: Password Reset

**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.