

WAYNE SANDERSON[™]
TOGETHER, WE MAKE CHICKEN AMAZING



Changing or Resetting Your Workday Password



Job Aid for Employees as Self





Purpose:

- Overview and Methods for Changing Your Workday Password
- Password Basics/Requirements
- Changing Your Password at the Workday Sign In Screen
- Reset a Forgotten Workday Password
- Change Password within Workday
- Change Password on Mobile
- Reset Password Via Wayne Sanderson Benefits Center

Approvals:

System Basic Requirements



Password Basics/Requirements

Password Rules



- **Minimum Length = 14 characters**
- **Must Contain at least 1 of each: number, upper & lower case characters**
- **Failed Sign-on Attempts Before activation of 30 minute Lockout before you can attempt again = 5**
- **Number of Failed Password Reset Attempts Allowed = 3**

The image is a composite of three parts. On the left is a screenshot of the Workday login interface. It features the Workday logo at the top, followed by two input fields: 'Username' with the value '928672' and 'Password'. Below these is a 'Sign In' button. At the bottom of the login screen are links for 'Forgot Password?' and 'Change Password'. On the right is a photograph of a food tray containing fried chicken, french fries, and sliced carrots and celery. Overlaid on the right side of the food image is a white rectangular notice box. The notice box contains the Wayne Sanderson Farms logo at the top, followed by the heading 'Notice'. The text below reads: 'Your Username is your [Employee ID](#)'. A paragraph follows: 'If you do not have your current Employee ID, or if you forgot your password, please call The Wayne-Sanderson Farms Benefits Service Center at 1-855-929-6355 (1-855-WAYNE-55), Monday-Friday 7am-7pm CT. You will be required to provide your date of birth, address and/or SSN to verify your identity. Please note ID numbers will not be provided to spouses who call on behalf of the employee.' Below this is a section titled 'Password Rules:' with a list of four bullet points: 'Minimum Length = 14', 'Must Contain at least 1 of each: number, upper & lower case characters', 'Failed Signon Attempts Before 30 minute Lockout before you can attempt again = 5', and 'Number of Failed Password Reset Attempts Allowed = 3'. At the bottom of the notice box is a section titled 'Status' with the text: 'Your system will be unavailable for a maximum of 3 hours during the next Weekly Service Update; starting on Friday, October 27, 2023 at 11:00 PM PDT (GMT-7) until Saturday, October 28, 2023 at 2:00 AM PDT (GMT-7).'

Changing Your Password at the Workday Sign In Screen

Change Password from Workday Login Screen



Step 1:

From the Workday login screen, click on **Change Password** located below login box

The screenshot shows the Workday login interface. At the top center is the Workday logo. Below it is a white login box containing a 'Username' field, a 'Password' field, and a 'Sign In' button. Below the login box are two links: 'Forgot Password?' and 'Change Password'. A red arrow points from the right side of the slide to the 'Change Password' link.

Step 2:

Enter your Workday user name, old (current) password, your new password, and verify your new password.

Click “Submit”. You will then be signed into Workday with your new password.

The screenshot shows the 'Change Password' form. It has a title 'Change Password' and the Workday logo at the top. The form contains four input fields: 'Username' (with '869281' entered), 'Old Password' (with masked characters '.....'), 'New Password', and 'Verify New Password'. A 'Submit' button is at the bottom. A red arrow points from the right side of the slide to the 'Old Password' field. At the bottom of the form is a 'Back to Sign In' link.

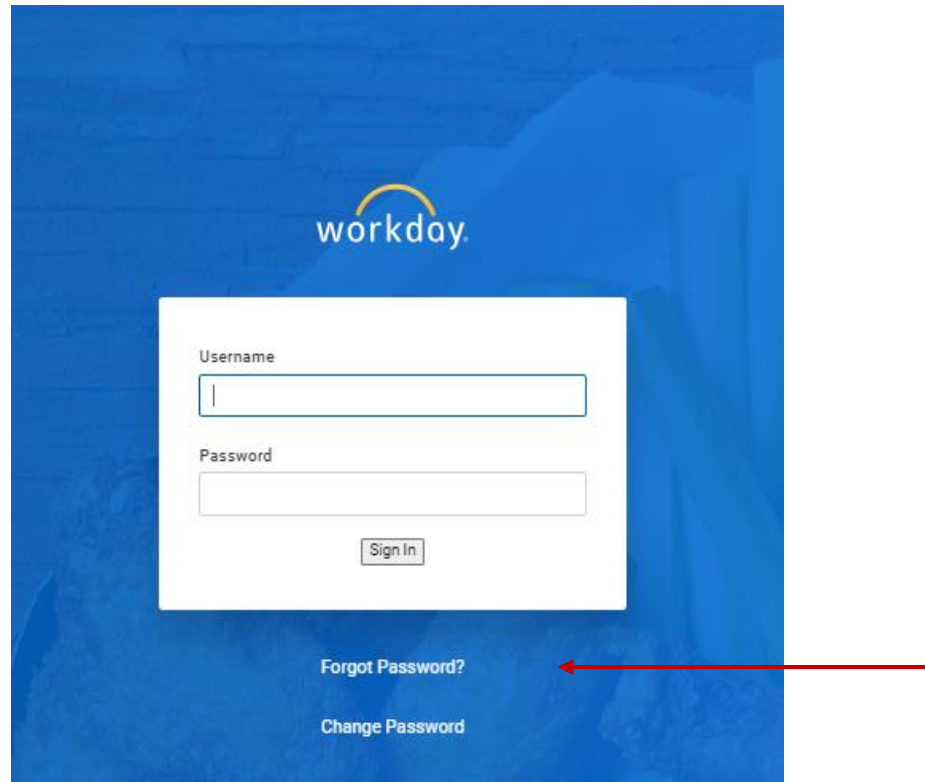
Reset a Forgotten Workday Password



Reset Forgotten Workday Password

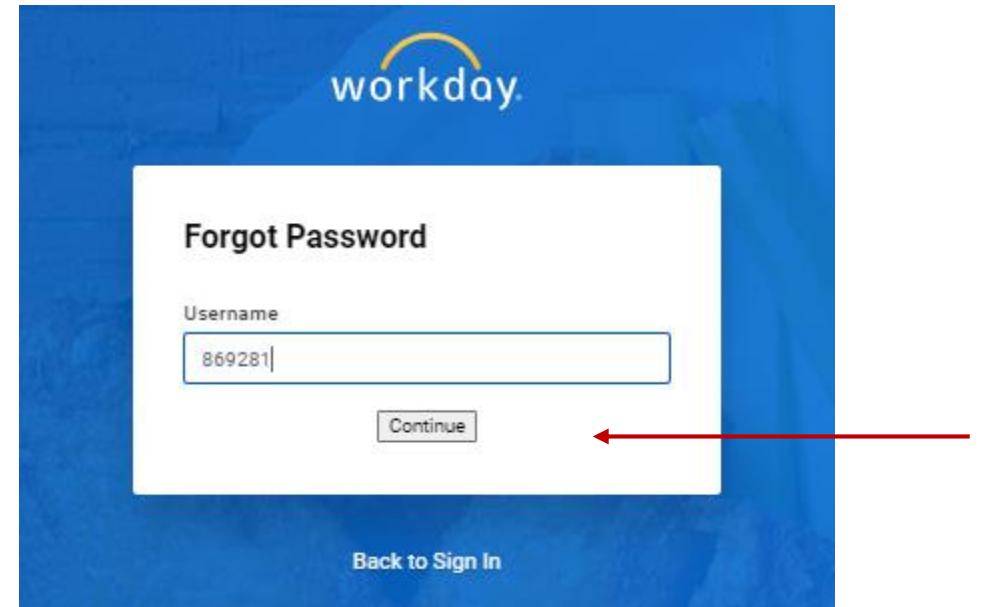
Step 1:

From the Workday login screen, click on “Forgot Password” located below login box



Step 2:

Enter your Workday user name
Click “Continue”.





Reset Forgotten Workday Password

Step 3:

Answer the 3 security questions you created upon initial login to Workday (these are case sensitive)

workday.

Security Questions

In what town were you born?

What is the name of your first pet?

What is your mother's maiden name?

Submit

[Back to Forgot Password](#)

Step 4:

**Create new password (be sure to follow password requirements)
Click "Continue".**

workday.

Change Password

New Password

Verify New Password

Submit

[Back to Sign In](#)

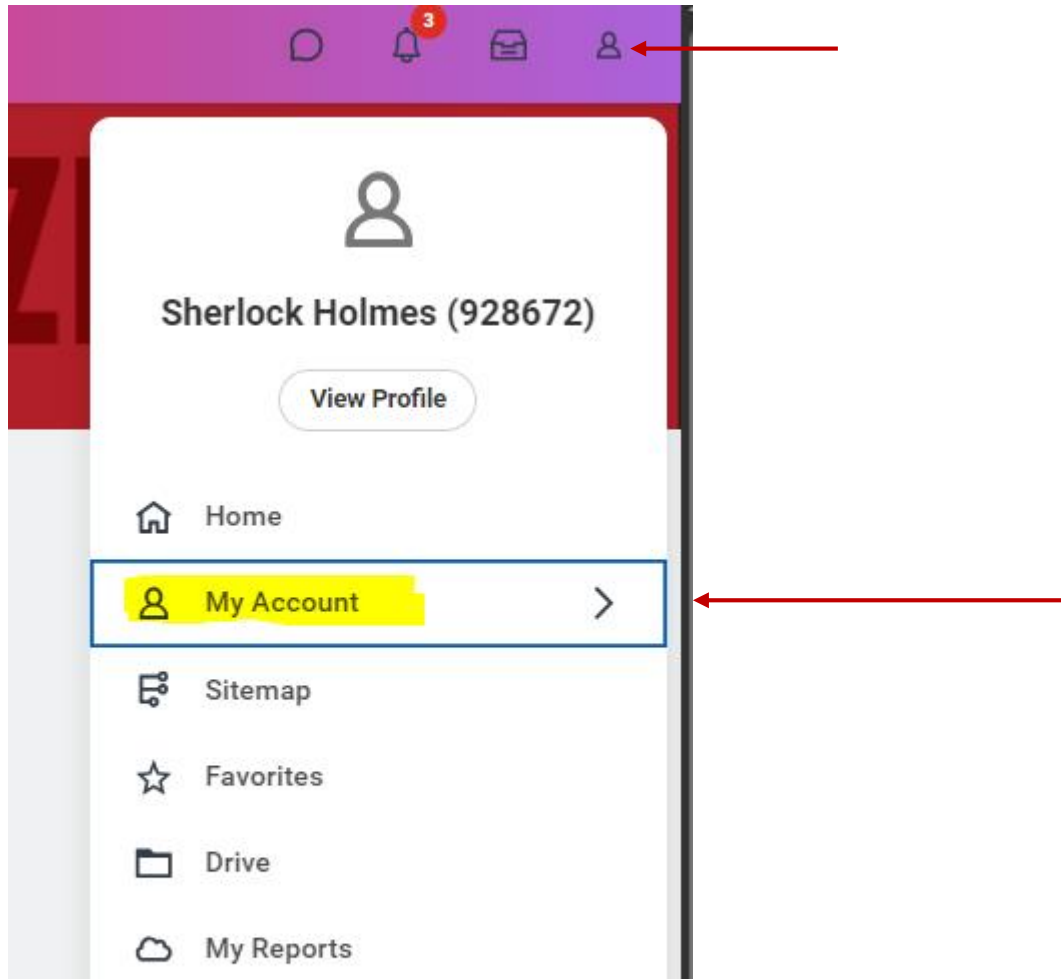
Changing Your Password Within Workday



Changing Workday Password via My Account in Workday

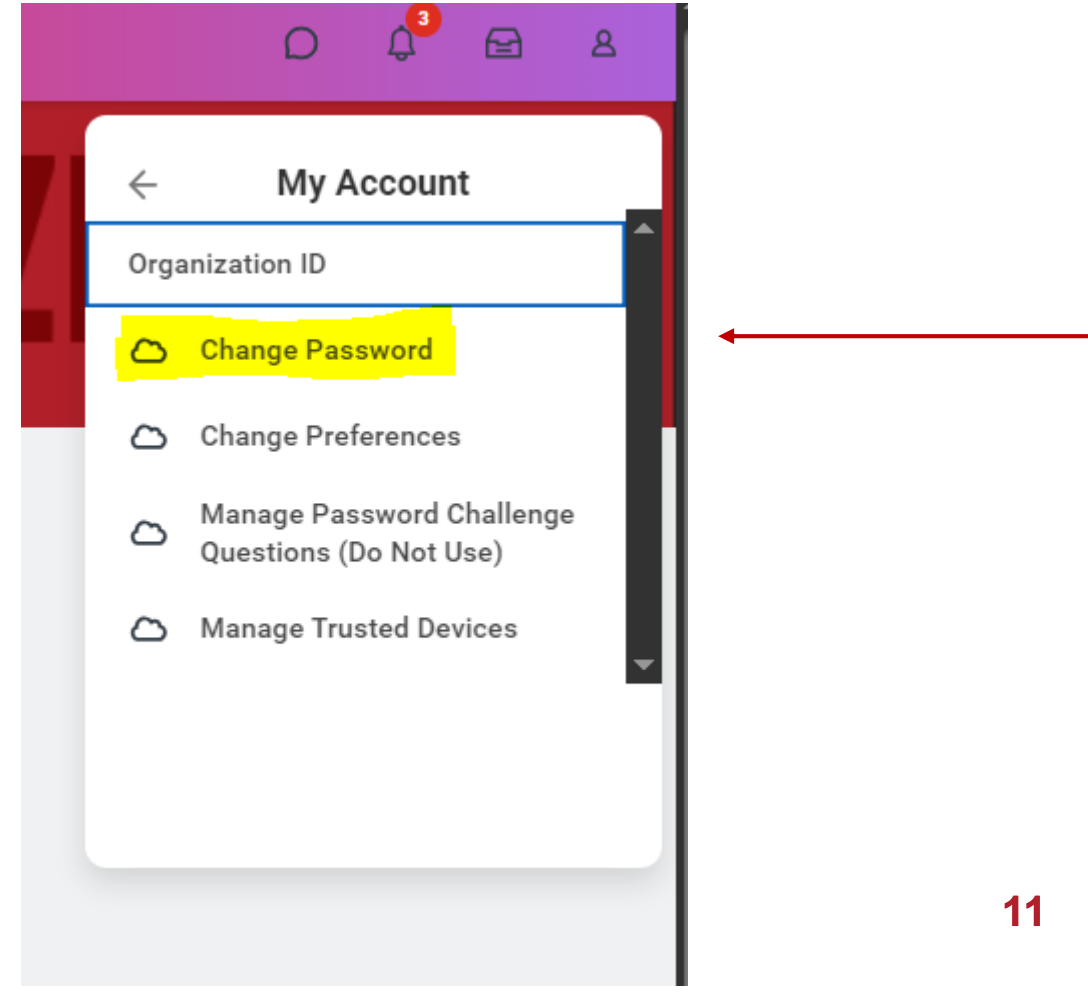
Step 1:

From your home page, click on the person icon, or your photo is on has been loaded. Click on My Account



Step 2 :

Click on Change Password





Changing Workday Password via My Account in Workday

Step 3:

Enter your current Password, New Password and Verify New Password

Step 4:

Click Ok

Change Password

Changing your password will end all other Workday sessions. Please ensure you have no unsaved work.

Password Rules

Your new password must not be the same as your current password or user name within the following number of days: 1. The password must not have been used within the following number of days: 1. The password must not have been used within the following number of days: 1.

Current Password *

New Password *

Verify New Password *

REMINDER: Minimum Length = 14 characters
Must Contain at least 1 of each: number, upper & lower case characters

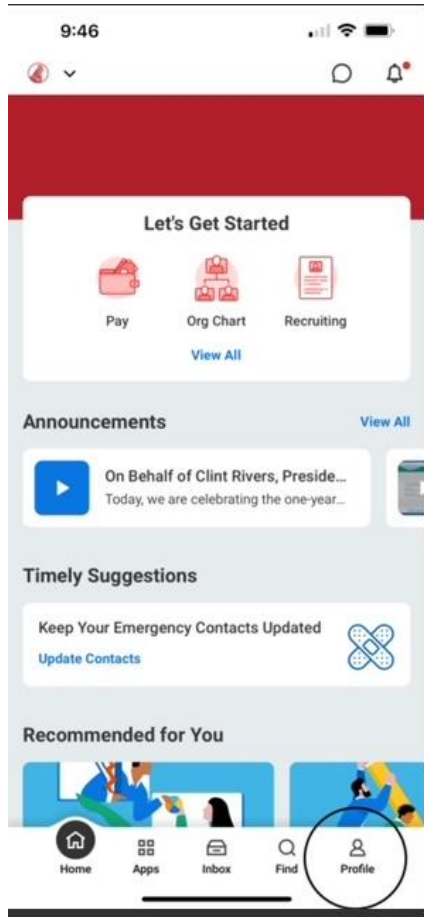
Changing Your Password on Mobile



Changing Password on Mobile

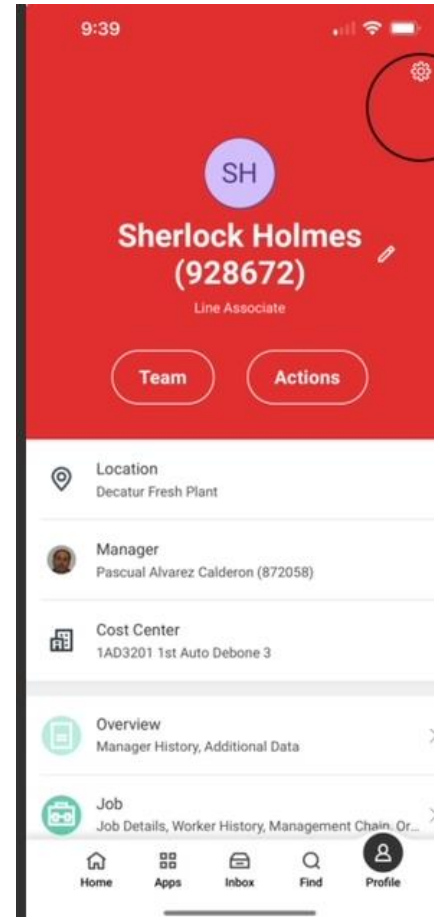
Step 1:

Click on the Profile Icon located on the bottom right of screen.



Step 2:

Click on the Settings button on top right of screen.



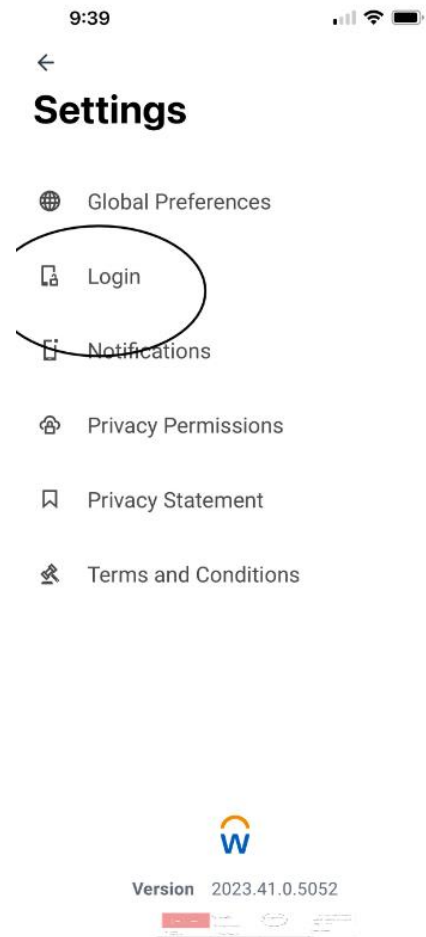
Note: Screens could look slightly different depending on iOS vs. Android



Changing Password on Mobile

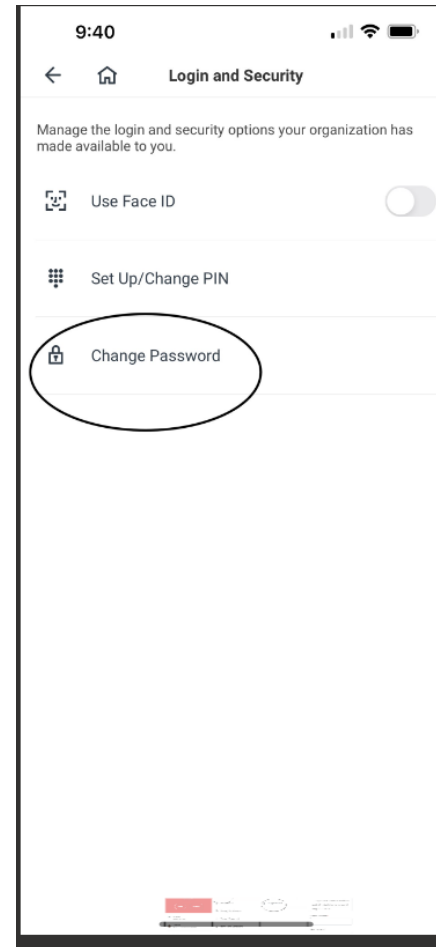
Step 3:

Click on the Login.



Step 4:

Click on Change Password





Changing Password on Mobile

Step 5:

Enter your current Password, New Password and Verify New Password

Step 6:

Click OK

9:40

← 🏠

Change Password

uppercase characters, lowercase characters, Arabic numerals 0 - 9 . The password must not have been used within the following number of days:
1. The password must not have been used within the following number of last passwords: 24.

Current Password *

New Password *

Verify New Password *

Cancel OK



**Reset Forgotten
Workday Password
via Benefits Service
Center**

Reset Forgotten Workday Password via Benefits Service Center



Step 1:

If you forgot your password and the answers to your questions, please call The Wayne-Sanderson Farms Benefits Service Center at 1-855-929-6355 (1-855-WAYNE-55) Monday – Friday 7am-7pm CT. You will be required to provide your date of birth, address and/or SSN to verify your identity.

Step 2:

After verifying your information, the Representative will give you a **“Temporary Password”**

Change Password from Workday Login Screen



Step 3:

Go back to the Workday login screen. Login using the “**Temporary Password**” given.

The screenshot shows the Workday login interface. At the top center is the Workday logo. Below it is a white login box with two input fields: 'Username' and 'Password'. A 'Sign In' button is located below the password field. At the bottom of the page, there are two links: 'Forgot Password?' and 'Change Password'. A red arrow points to the 'Change Password' link.

Step 4:

You will be required to change you temporary password. Enter your Workday user name, old (**Temporary**) password, your new password, and verify your new password.

Click “Submit”. You will then be signed into Workday with your new password.

The screenshot shows the 'Change Password' form in the Workday interface. The form has a title 'Change Password' and four input fields: 'Username' (containing '869281'), 'Old Password' (containing '*****'), 'New Password', and 'Verify New Password'. A 'Submit' button is at the bottom. A red arrow points to the 'Old Password' field.



Complete

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