

# Reset Employee Password

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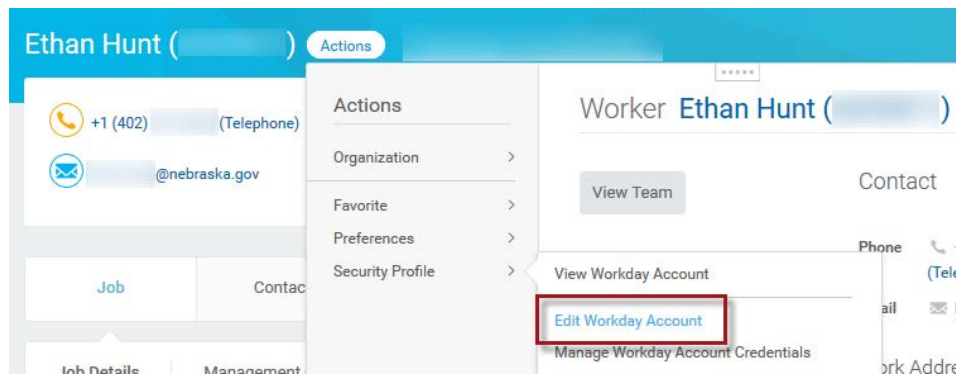
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## SECURITY PARTNER – RESET EMPLOYEE PASSWORD

This is a quick guide for Security Partners to reset the password on an employee record in Workday.

### FIND THE EMPLOYEE

1. Check your Inbox for either Enable Workday Account OR Reset Worker’s Workday Account Password.
2. If you see either of the above, you will need to search for and click the employee record. You can search for either the Employee ID or the employee’s name.
3. From the related actions icon, go to Security Profile → Edit Workday Account.



### CHANGE PASSWORD

**IMPORTANT: If this person is a rehire, be sure to read the section below on Rehired Employees.**

1. On the next screen (see screenshots), do the following:
  - a. Take note of the User Name (red box), in case the employee will need this information.



## Reset Employee Password

- b. Type a new password in both the New Password box and the Verify New Password box. The Password Requirements are listed on the Workday Account screen and are shown below.



New Password

Verify New Password

- c. **IMPORTANT:** Be sure to check the box next to Require New Password at Next Sign In (blue check).



Require New Password at Next Sign In

### REHIRED EMPLOYEES

1. IF this person is a rehire, you will see a To Do in your Inbox to Enable Workday Account. In addition to resetting the password, it also requires that you remove the Account Expiration Date (see red rectangle).
2. Click Submit.
3. Click Done.
  - a. You can either call the employee or send an email with the new password. Remember to let her/him know that the password will have to be changed on next sign in.

**IMPORTANT: Never send User Name and password in the same email. If the employee needs both pieces of information, send them in two separate emails.**

### PASSWORD REQUIREMENTS

1. Must consist of a minimum of eight (8) characters.
2. Must include at least one of each of the following character types:
  - a. Uppercase character
  - b. Lowercase character
  - c. Numeric character 0 - 9
  - d. Special character ! " # \$ % & ' ( ) \* + , - . / : ; = > ? @ [ [ \ ] ^ \_ ` { | } ~
3. Passwords expire every 90 days.
4. You cannot use a password that you have used within the past year (365 days).
5. You have three (3) attempts before your account is disabled.

### LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234