

Reset Employee Password

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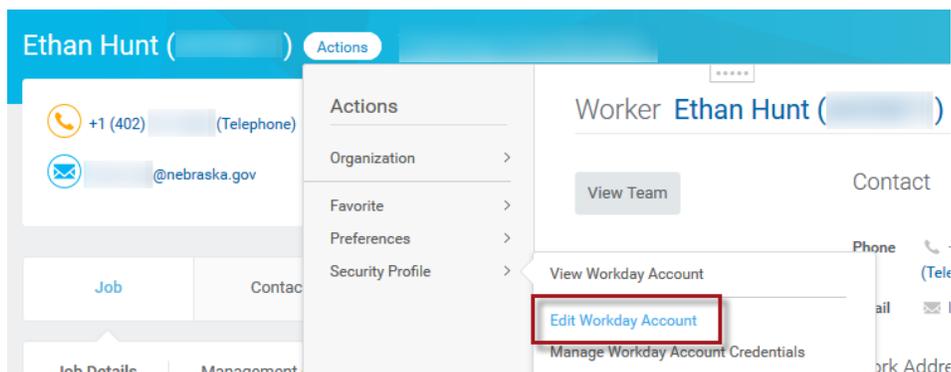
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SECURITY PARTNER – RESET EMPLOYEE PASSWORD

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

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, you must 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.



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- 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.



A screenshot of a form with two input fields. The first field is labeled "New Password" and contains six asterisks. The second field is labeled "Verify New Password" and also contains six asterisks. Both fields are enclosed in a red rectangular border.

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



A screenshot of a checkbox labeled "Require New Password at Next Sign In". The checkbox is checked, indicated by a blue checkmark. The entire checkbox area is enclosed in a red rectangular border.

REHIRED EMPLOYEES

2. 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).
 - a. All values in both the Date field and the time field need to be removed. To move to the day and then the year segment, press the right arrow key. When all values in the date have been removed (i.e., MM, DD, and YYYY, then tab over to the time field and delete on each of those values also. When you press delete on the PM, it will default back to AM (see second screenshot below).



A screenshot of the "Account Expiration Date" field. The date is set to "07 / 21 / 2016" and the time is "11 : 45 : 00 PM". A calendar icon is visible next to the date. The field is enclosed in a red rectangular border.



A screenshot of the "Account Expiration Date" field. The date is set to the placeholder "MM / DD / YYYY" and the time is "-- : -- : -- AM". A calendar icon and a yellow warning icon are visible next to the date. The field is enclosed in a red rectangular border.

3. Click Submit.
4. Click Done.
 - a. You can either call the employee or send her/him an email with their new password, and let her/him know that the password will have to be changed on next sign in.
 - b. **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. Minimum of eight (8) characters
2. Has to 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

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PROCEDURE FOR AN EMPLOYEE TO CHANGE HER/HIS PASSWORD

1. Log in with your User Name (green oval in the screenshot at right) and the password (pink box on the right) provided by the Help Desk or your agency Security Partner.
2. On the next screen (screenshot below), you will be prompted to change your password.
 - a. Type the password provided to you into the “old password” box (green oval).
 - b. Type your new password into the “new password” and “verify new password” boxes (pink box).
3. Click Sign In (or press Enter).
4. Once you are logged in, you will be on your home screen.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234

The image displays two screenshots of a web application interface. The top screenshot shows a login screen with a blue header. It features a 'user name' input field (circled in green) and a 'password' input field (highlighted with a pink box). Below these fields is a dark blue 'Sign In' button. The bottom screenshot shows a 'Change Password' screen with a blue header. It features an 'old password' input field (circled in green), a 'new password' input field, and a 'verify new password' input field (both highlighted with a pink box). Below these fields is a dark blue 'Submit' button and a 'Back to Sign In' link.