Resetting Your Workday Password



There are two ways to reset your Workday password if you forget it.

Resetting Your Password Online

1. The first way is to reset the password yourself online. To do this, open Workday by clicking the Workday icon on your company computer.



If you are not on a company computer, you can this web address: https://www.myworkday.com/wday/authgwy/rhahealthservices/login.htmld

2. On the Workday login page, click the 'Forgot Password' link.

Username		
ellen.wood		
Password		
	Sign In	

3. Enter your Workday username.

ellen.wood		0
	Continue	

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4. You will then be asked to answer your three challenge questions. You created answers to these three questions when you set your first Workday password.

Where did you go to high school/college? 《 아이어	Where did you go to high school/college? I What is your mother's maiden name? 장 What is your favorite food? 장	
	I 아이	school/college?
What is your mother's maiden name?	What is your mother's maiden name? (종) (양) (양) (양) (양) (양) (양) (양) (양) (양) (양	10
(Q)	থ্য What is your favorite food? এই	den name?
	What is your favorite food?	10
What is your favorite food?	49	?
		10
What is your favorite food	Sul	



 After you answer the challenge questions, you will be able to set a new Workday password. Please make sure to write down your new password and save it in a safe place, or memorize your password.

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

Resetting Your Password by Phone

You can also reset your Workday password by calling 855-742-2367, Monday – Friday from 8 AM – 8 PM Eastern.

- 1. To reset your password by phone, you will be asked to provide:
 - The last four digits of your Social Security Number
 - Your date of birth
 - The home ZIP Code you listed for your home address in Workday



REMEMBER: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email <u>solutions@rhanet.org</u> with the subject line Workday.

