

Resetting Your Workday Password



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

Resetting Your Password Online

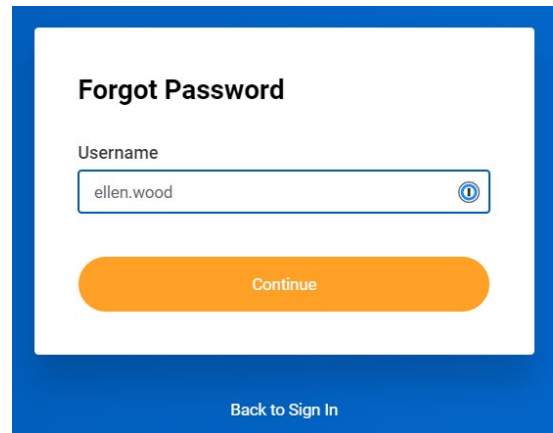
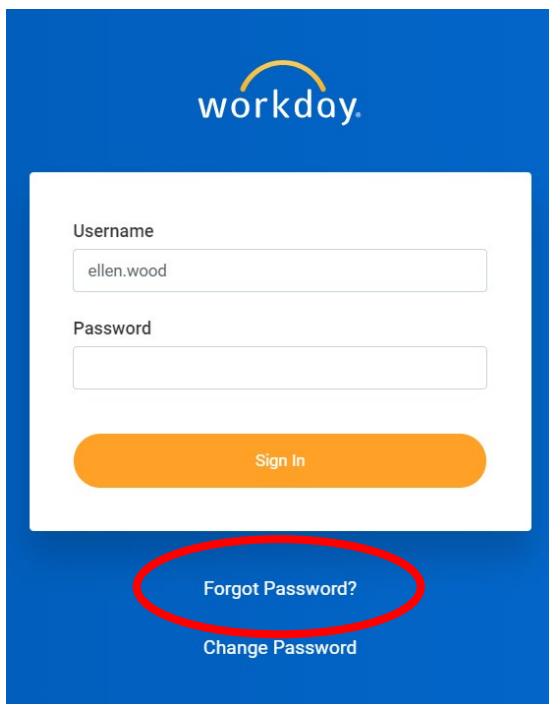
1. The first way is to reset the password yourself online. To do this, open Workday by clicking the Workday icon on your company computer.



If you are not on a company computer, you can use this web address:

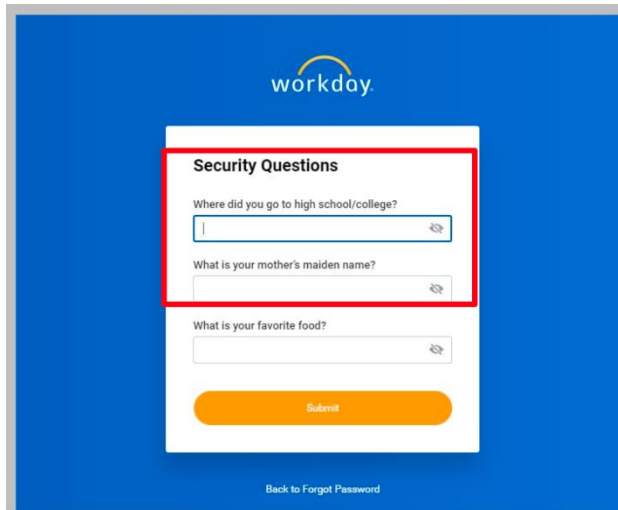
<https://www.myworkday.com/wday/authgw/rhahealthservices/login.html>

2. On the Workday login page, click the 'Forgot Password' link.
3. Enter your Workday username.

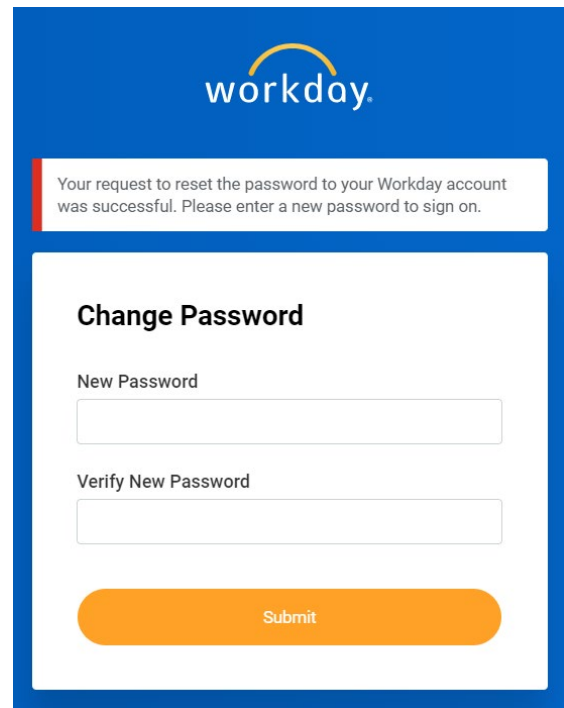


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4. You will then be asked to answer your three challenge questions. You created answers to these three questions when you set your first Workday password.



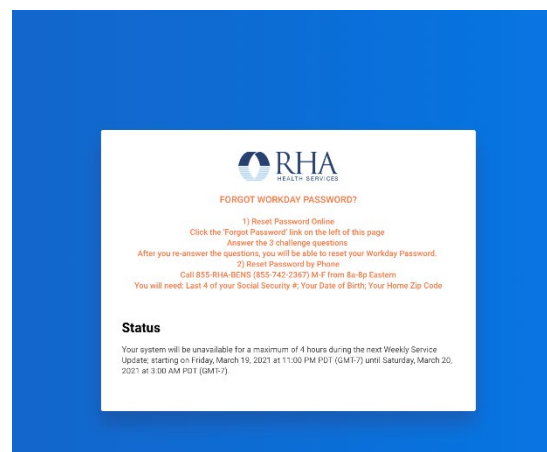
5. After you answer the challenge questions, you will be able to set a new Workday password. Please make sure to write down your new password and save it in a safe place, or memorize your password.



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



These password reset instructions can also be found on the Workday login page.

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 solutions@rhanet.org with the subject line Workday.