Getting Started: Set Passwords and Account Preferences

Employee

Set Up Account Preferences

Depending on how your organization configures Workday, you can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

1. Select your **Profile** > **My Account** > **Change Preferences**.

2. Update any of the field settings on the Change Preferences page that your organization permits, as shown in the image below.

3. Select **OK**.

Change Your Password

This section will be for those who do not have a KenCrest email (**NATIVE**). Those with KenCrest emails (**SSO**) will contact the system administrator and will not be able to change their password through this method.

1. Select your **Profile** > **My Account** > **Change Password**, as shown in the image below.

2. Select the **Current Password** field and enter the current password.

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3. Select the **New Password** field and enter the new password.

4. Select the **Verify New Password** field and enter the new password again.

Change Password

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

Password Rules — Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#$%&'()*+,-./:;=>?@[\]^_'{|}~.

Current Password *

New Password *

Verify New Password *

OK   Cancel

5. Select **OK**.

Note: Depending on how your organization configures Workday, you may need to create one or more challenge questions when you first sign in. You can modify the challenge questions at any time.

Manually Change Your Password Challenge Questions

We will **NOT** be using this feature; this is anticipated to be going away in future updates to WorkDay. You will **NOT** be able to access this feature at all.
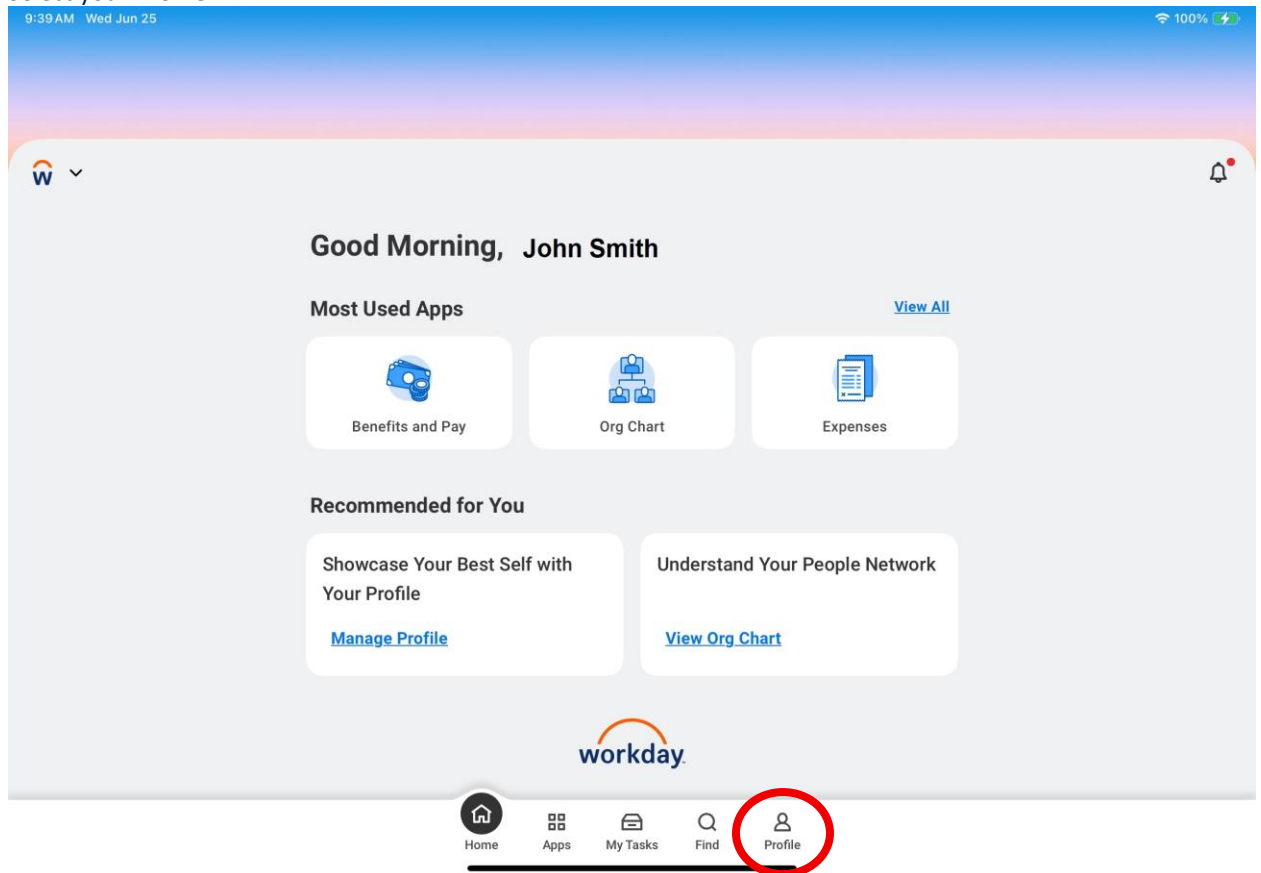
Change Your Password for iOS (ONLY FOR THOSE WHO DO NOT HAVE A KENCREST E-MAIL (NATIVE).)

From the Home page:

Getting Started: Set Passwords and Account Preferences
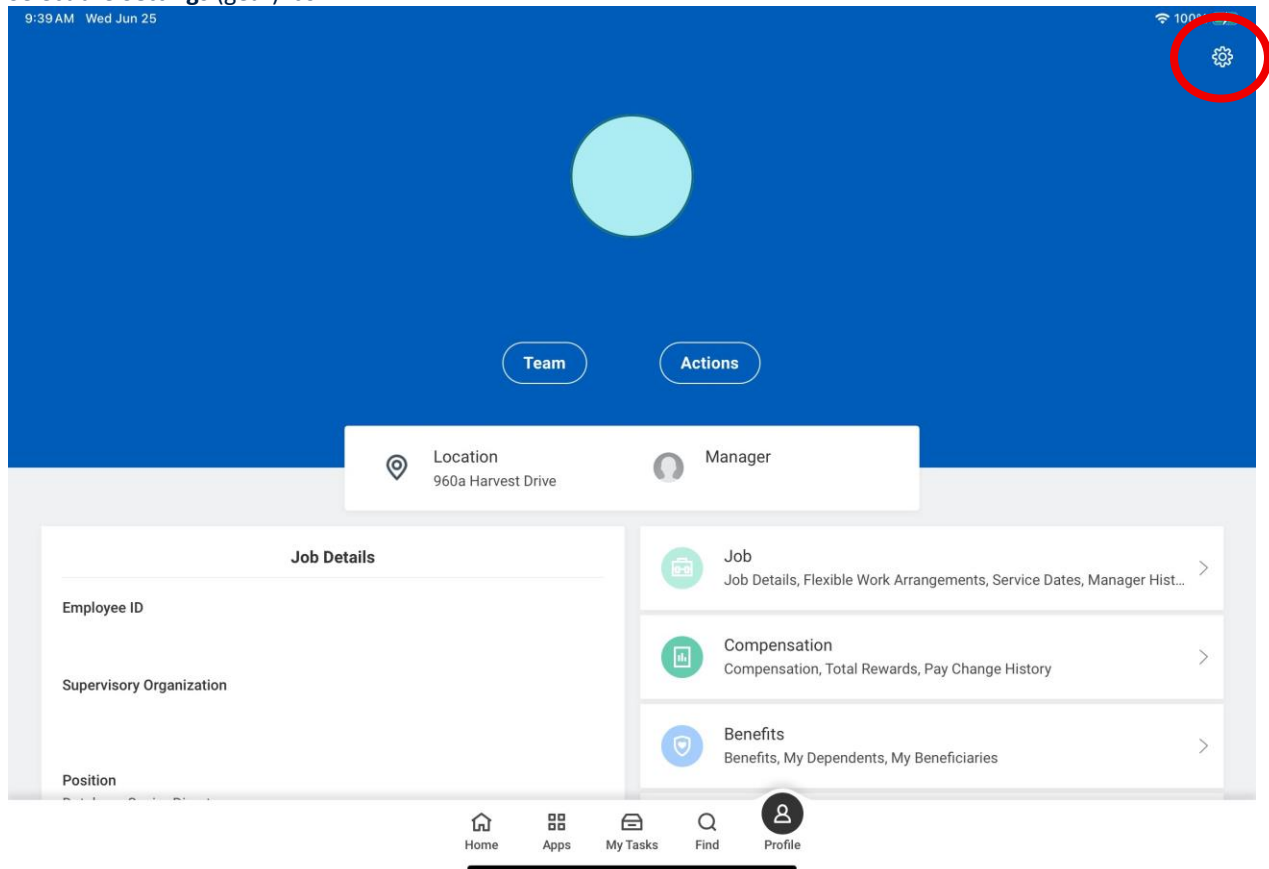
Employee

1. Select your **Profile**.

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2. Select the **Settings** (gear) icon.

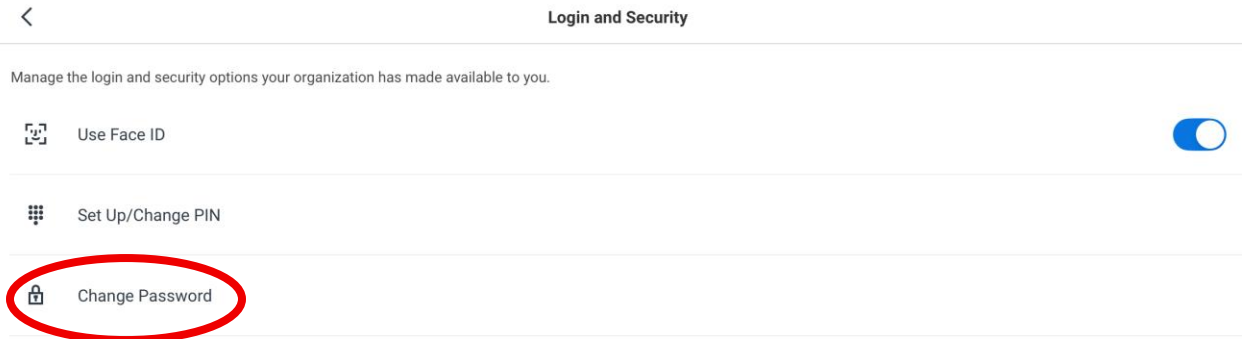# Getting Started: Set Passwords and Account Preferences

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3. Select **Login & Security**.

9:39 AM   Wed Jun 25   🛜 100% ⚡

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Settings

🖵   Change Active Consent Preferences

🖹   Change Public Profile Preferences

🌐   Global Preferences

📱   Login

📄   Notifications

🔐   Privacy Permissions

Open Source Licenses   ›

Privacy Statement   ›

Terms and Conditions   ›

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4. Select **Change Password**.

5. Select the **Current Password** field and enter the current password.

6. Select the **New Password** field and enter the new password.

Employee

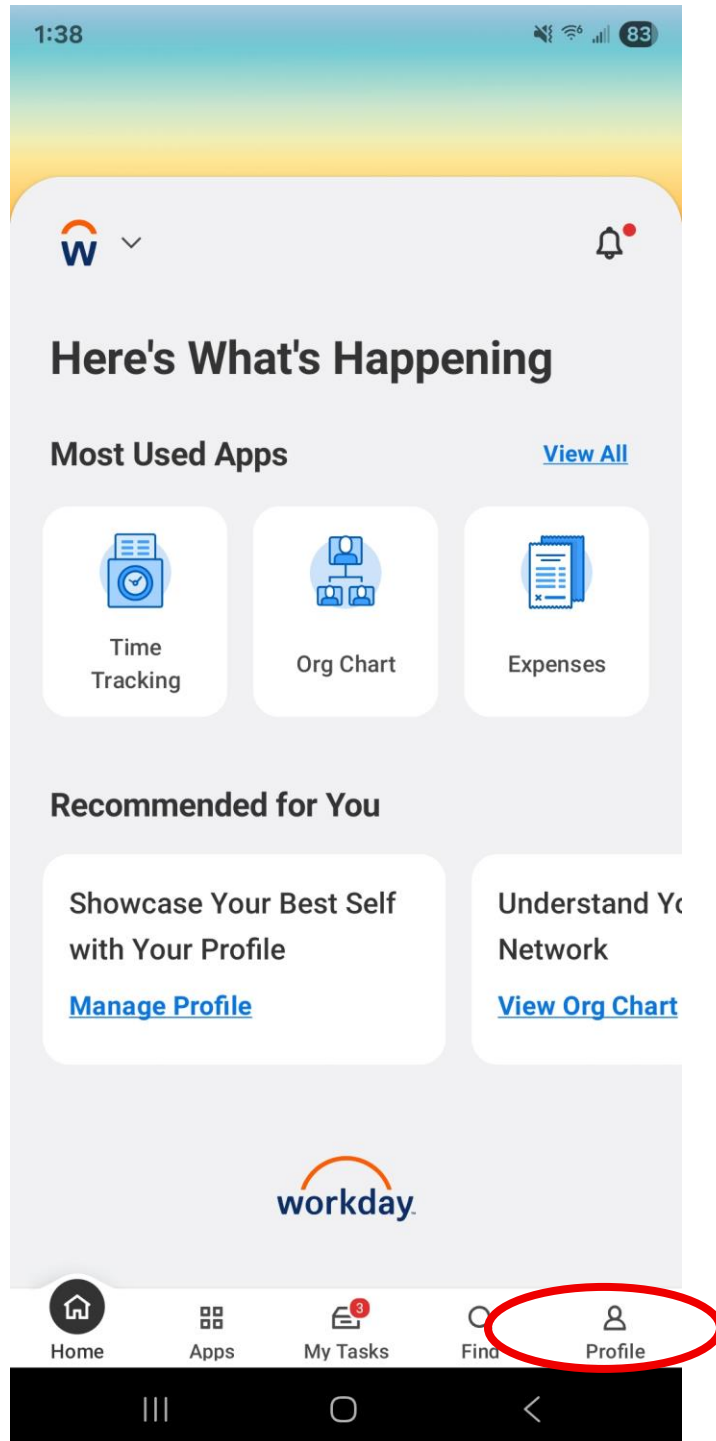7. Select the **Verify New Password** field and enter the new password again.

8. Select **Done** to confirm the change.

Change Your Password for Android (ONLY FOR THOSE WHO DO NOT HAVE A KENCREST E-MAIL (NATIVE).)

From the Home page:
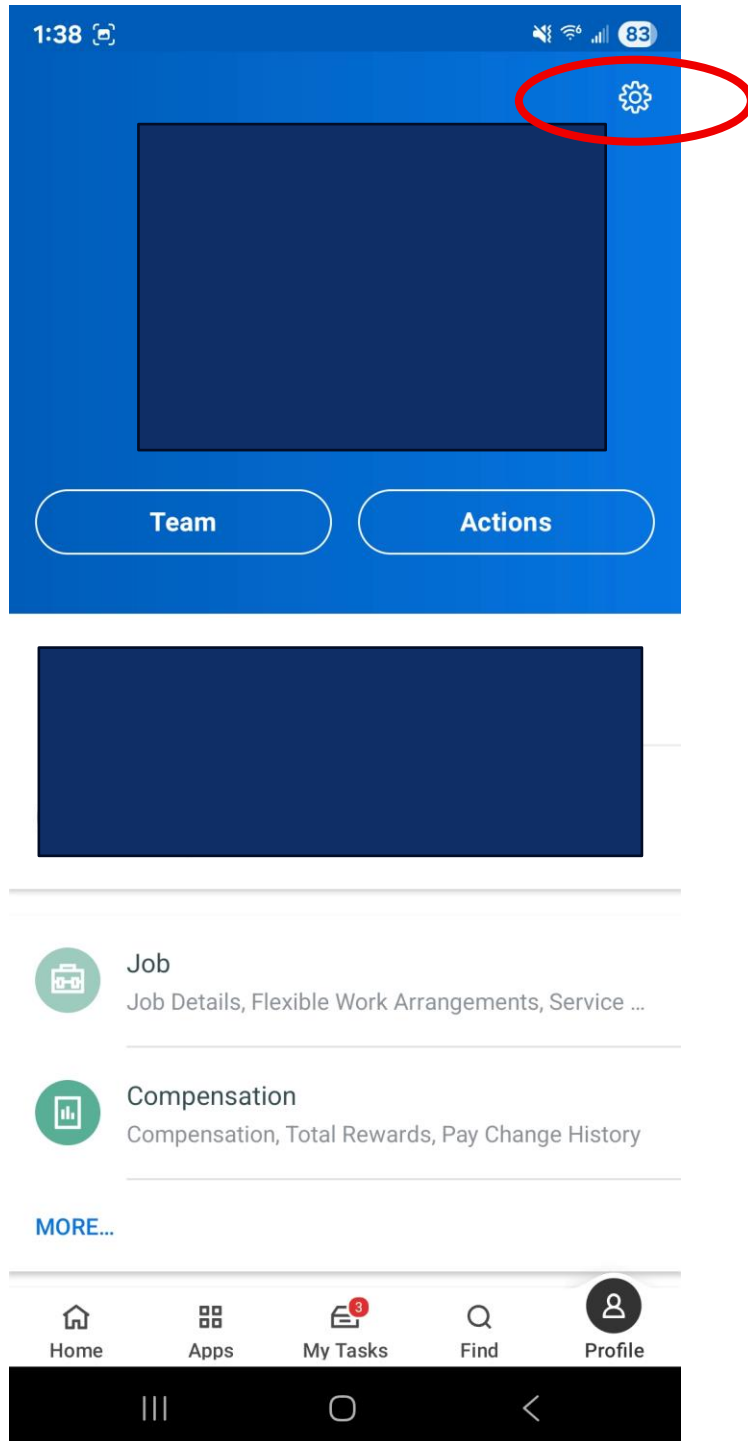
Getting Started: Set Passwords and Account Preferences

Employee

1. Select your **Profile**.

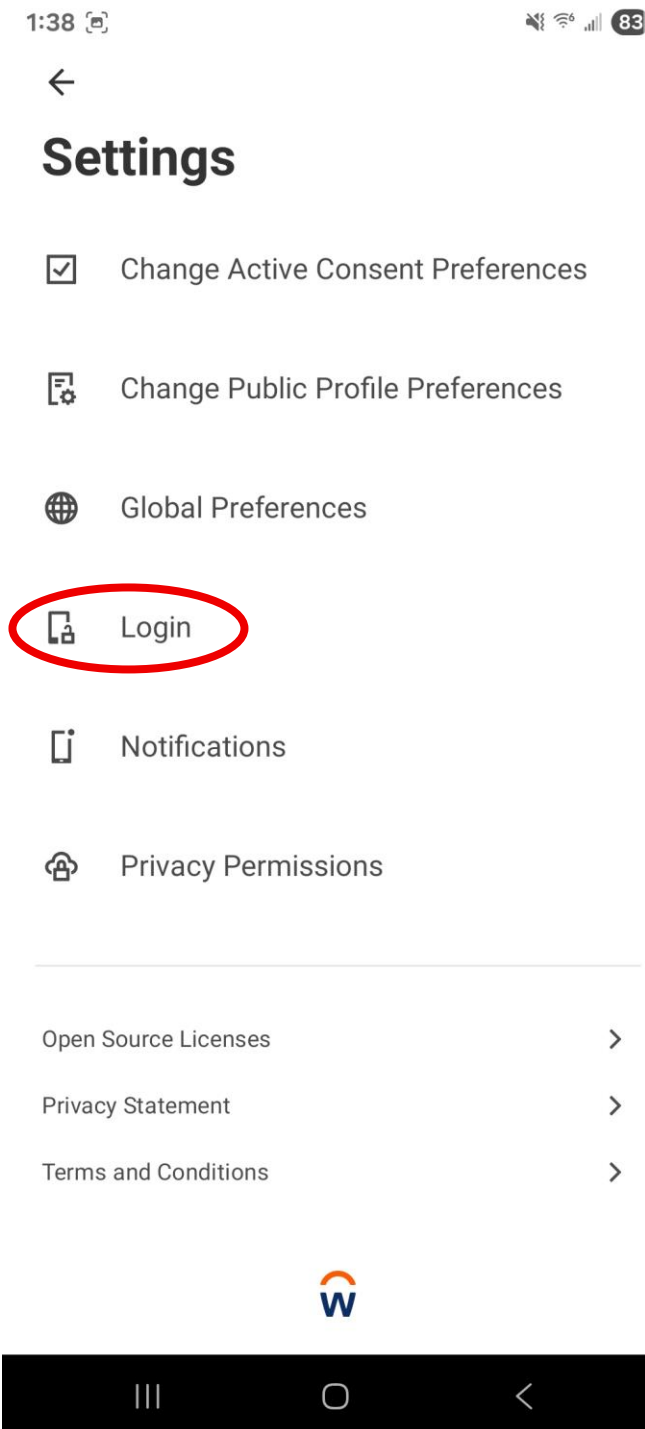# Getting Started: Set Passwords and Account Preferences

Employee

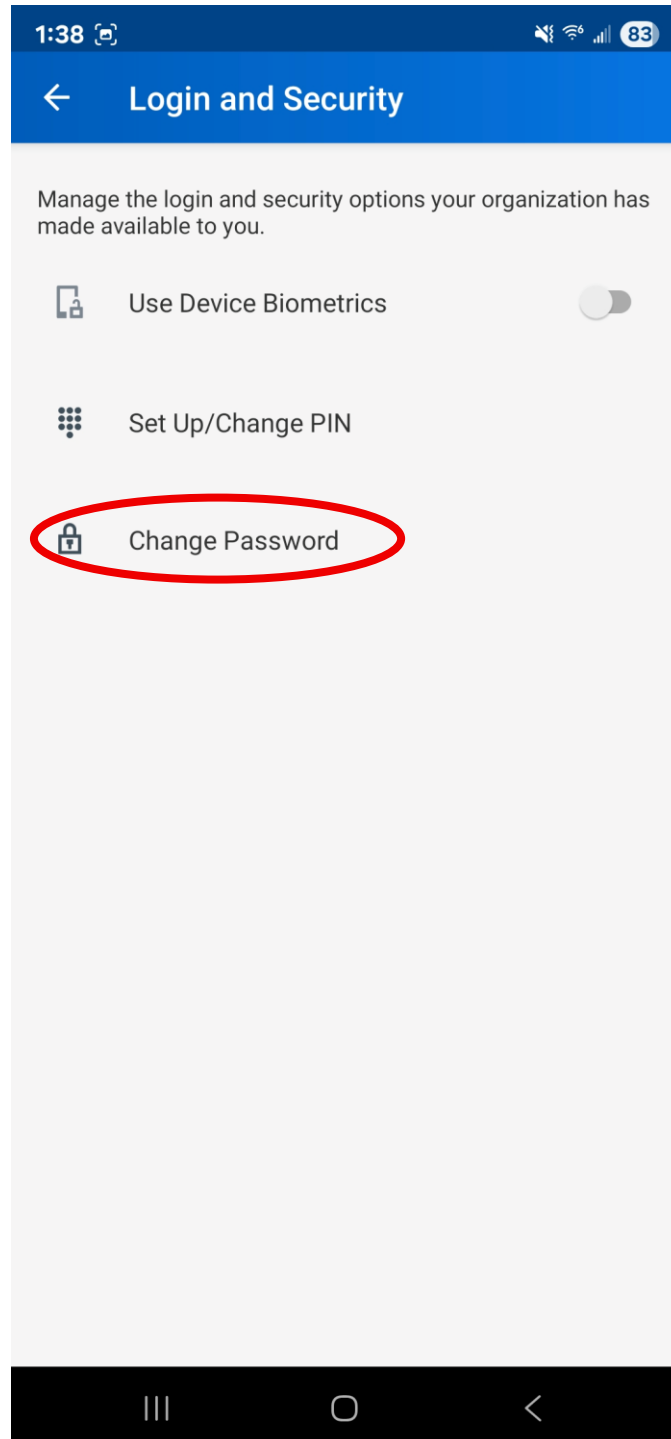2. Select the **Settings** (gear) icon.

Employee

3. Select **Login & Security**.

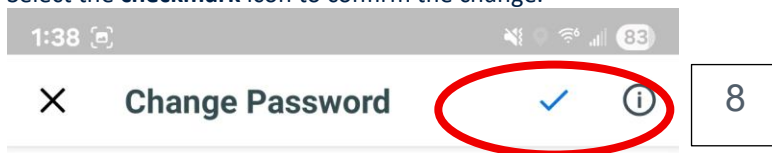# Getting Started: Set Passwords and Account Preferences

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4. Select **Change Password**.

5. Select the **Current Password** field and enter the current password.

6. Select the **New Password** field and enter the new password.

7. Select the **Verify New Password** field and enter the new password again.

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8. Select the **checkmark** icon to confirm the change.

Sign Out for iOS and Android

From the Home page:

1. Select your **Profile**.

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2. Select the **Settings** (gear) icon.

3. Select **Sign Out**.