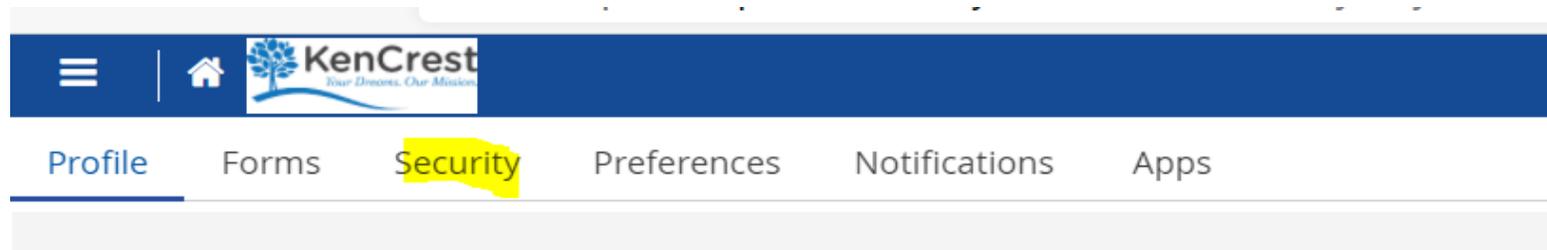


Resetting Your Dayforce Login Password

Setup of challenge questions

Please follow these steps to setup your Challenge questions so you will have the ability to reset your own login password in case you forget your password.

- On the Home Screen **Profile & Settings**
- Open the tab for **Security**



Setup of challenge questions continued

On the Security tab, enter your current password, and Security Question #1 and #2
Please note, your security answers are case sensitive so remember for future use

Click Save

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Our Mission Our Values

Test Site (59.4) Profile & Settings

Profile Forms **Security** Preferences Notifications Apps

Security Settings

Update Password
Enter your current password and type your new password twice (once to confirm)

Current Password
.....

New Password
.....

Repeat New Password to confirm
.....

Update Security Questions
Select your security questions and enter the corresponding answers. Your Current Password is required to complete this process. These questions will be used to help verify your identity. Answers are case sensitive.

Security Question #1
In what city or town was your first job?

Answer #1
phila

Security Question #2
What was the name of your first pet?

Answer #2
daisy

Update your Personal Identification Number (PIN)
Enter your new PIN

New PIN
.....

Save

Resetting your Dayforce Login Password

In order for you to use the *Can't access your Account?* link if/when you forget your password, you must answer security questions. You can only reset your password if answers have been provided and you have a valid email address setup in your Dayforce contact section of the application.

- On the login page **click can't access your account**
- The Reset Password pop up screen will display
- Enter either your user name or email address that is associated with your Dayforce account and **click submit**



CERIDIAN
Dayforce

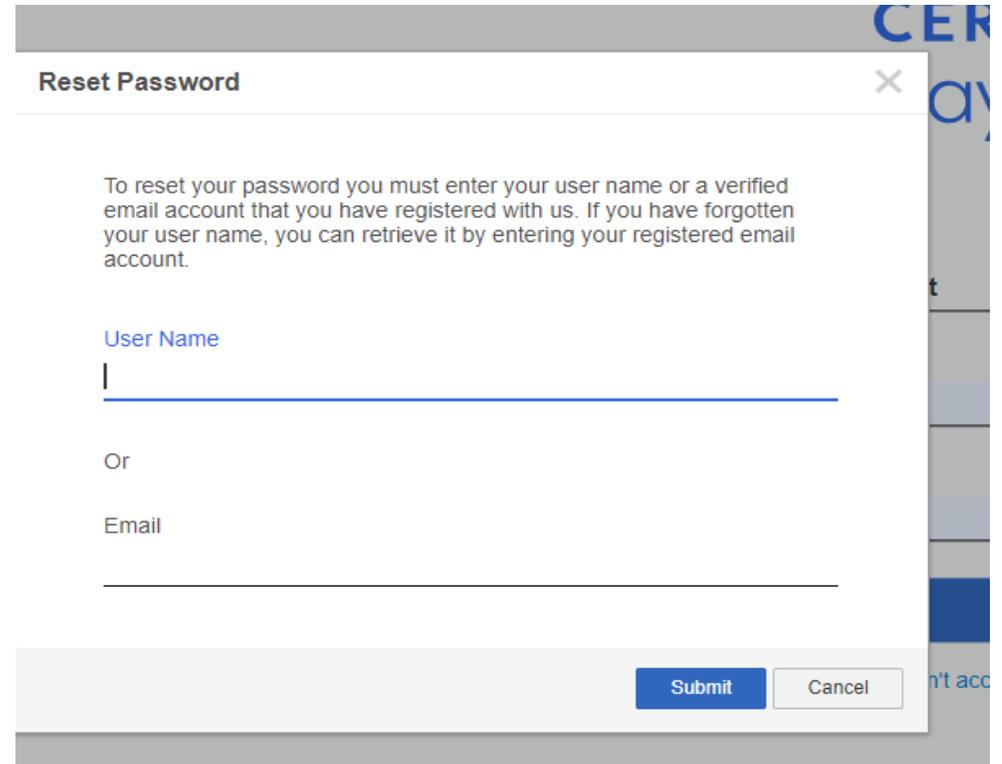
Company
KenCrest

User Name
joe.testworker

Password
Password is required

Login

[Can't access your account?](#)



Reset Password

To reset your password you must enter your user name or a verified email account that you have registered with us. If you have forgotten your user name, you can retrieve it by entering your registered email account.

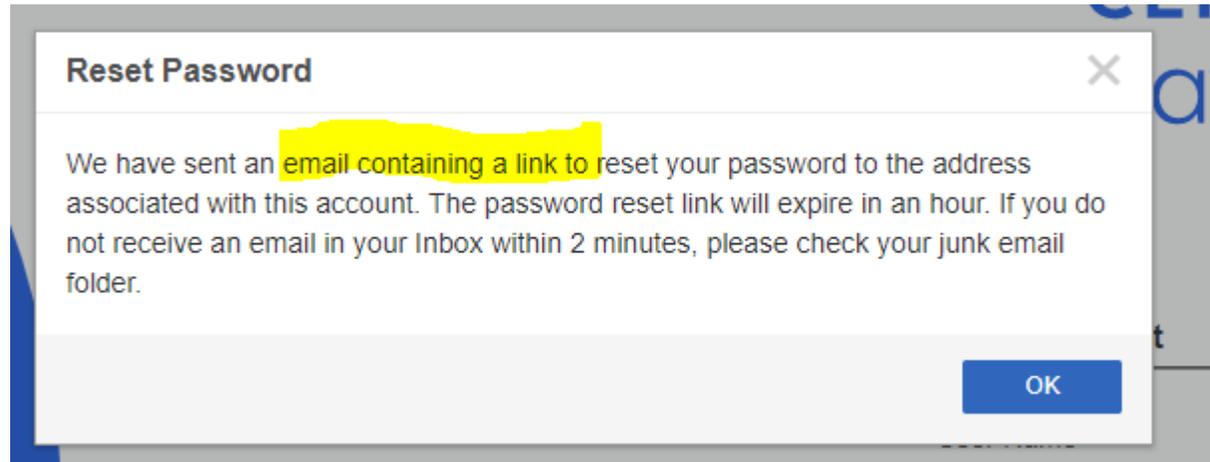
User Name

Or

Email

Submit Cancel

Reset Password Notification will show on your screen



Email from the Dayforce Application

You will receive the below email from Dayforce with instructions and link to help you reset your password. Check your email spam folder if you do not receive it timely.

Click on the link to continue

From: notify@dayforce.com

Date: March 16, 2021 at 7:08:52 PM EDT

To: 

Subject: Finish resetting your Dayforce password

Reply-To: noreply@dayforce.com

We just received a password recovery request for your account, and we're here to help.

To begin the password recovery process, click the link below.

<https://uspreext59.dayforcehcm.com/MyDayforce/ResetPassword.aspx?>

[Company=kencrestpreext&Token=339F4413C80980509C343C593B29783F5AF8F21F691B6CDA07E3949B8991D6CF10FC7004B](https://uspreext59.dayforcehcm.com/MyDayforce/ResetPassword.aspx?Company=kencrestpreext&Token=339F4413C80980509C343C593B29783F5AF8F21F691B6CDA07E3949B8991D6CF10FC7004B)

Didn't need to recover your password? Not a problem. Simply ignore this e-mail.

Answer your Challenge Questions

After clicking on the link that was emailed to you, you will need to complete the security questions you setup previously.

Please note, your answers are **case sensitive**.

Click **Submit**

You can reset your password after successfully answering the following questions:

In what city or town was your first job?

What was the name of your first pet?

Submit

Close

Create a new Password

Your new password requirement is 12 positions with one capital letter, one number, and a special symbol (\$,!, @)

Once you have received the message that your password has been successfully changed, log back into Dayforce with your new password

DAYFORCE | HCM

Change Password

New Password

Confirm new password

Submit

Close

Change Password

New Password

Confirm new password

The password has been changed.

Submit

Close