Extended Enterprise User Accounts

Using Forgot Password to Reset Password

How do EELs reset their password if they have forgotten what was set previously?
As of November 1, 2022, EELs can reset their own passwords using the Forgot Password link on the log in screen. The instructions below explain how to do so.

1. Navigate to the Workday LogIn Screen using LOCAL WORKDAY!
2. Click Forgot Password?.
3. Type Username: Network ID/AAH ID from 2.
4. Type email that associated to the eForms/EEL account. This is where you received the Security Admin, Shared or Workday Notifications emails. Not sure or never received an email, repeat the process with possible email addresses until reset password email is received. Or, reach out to your sponsor to verify the email address.
5. Click Submit.
6. User will receive a confirmation. Click Back to Sign In.
7. Navigate to the email you entered and find email from Workday Notifications.
8. Click Reset Your Password.
9. Enter New Password and Verify New Password using following parameters:
   
   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 !"#$%&'()*+,-./:;=?@\^_`{|}~. The password must not have been used within the following number of last passwords: 24.

10. Click Submit.