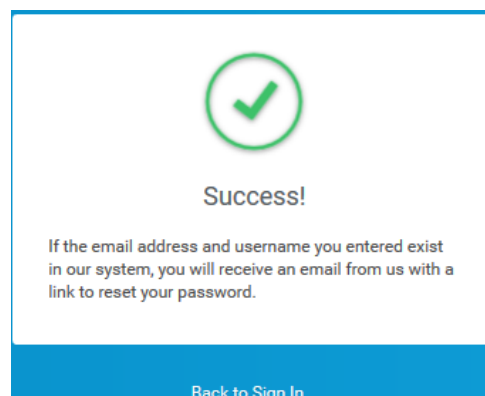


NEW! Password Reset Feature in the Employee Work Center (Workday)

This year's Benefit Open Enrollment event begins next week! It's time to make sure your login to the Employee Work Center (Workday) is ready to go. A new feature was introduced this year to help you reset your own password. If you know your username and the email address on your employee record in Workday, this feature allows you to reset your password without the need to contact your agency help desk or the AS Link help desk for assistance. The information below will also be available within the next couple of days in the form of a Job Aide. Please circulate this information to your employees in an effort to streamline the password reset process.

Simply follow these instructions:

1. To ensure this process works for you,
 - a. You need to know your username.
 - b. You need a State-approved email address entered on your Work Contact Information in Workday.
2. On the Workday sign-in screen, click "Forgot Password".
3. On the Forgot Password screen, type your username and email.
 - a. If you do not know your username, or which email address is entered on your employee record, please contact your agency help desk or HR for assistance. If you cannot get ahold of them, try the Link help desk at 402-471-6234 or as.linkhelp@nebraska.gov.
4. Click Submit.
5. You will see the following screenshot, which says, "Success! If the email address and username you entered exist in our system, you will receive an email from us with a link to reset your password." It also includes a link to go "Back to Sign In."



6. You will receive an email, **within seconds**, that includes a link to “Reset Your Password” – see the orange link in the example below. Please wait at your computer for that email, because the password reset link is only valid for one hour.

Please read this entire email.

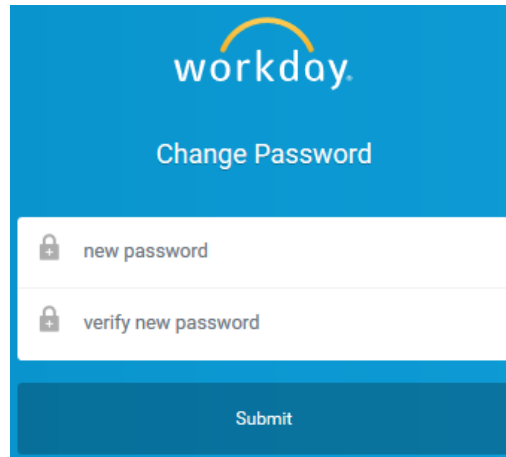
Workday recently received a request to reset the password for your Workday account at 5/2/18, 1:10 PM. Please use the button below to reset it. **This password reset is only valid for the next 1 hour.**

[Reset Your Password](#)

If you are having trouble clicking the Reset Your Password button, copy and paste the URL below into your web browser:
<https://www.myworkday.com/son/login.html?fpOneTimeToken=d3m0l1nkp4xbye25jcj5xf5ebmtrvfyp1t6z0w3fvrlgzdyn6f9iapdj0rp0m00pa52is70v0xwwb6qyioizhfxhnhlqrk0zcmk>

If you did not request a password reset for your account, or still cannot sign in to the Employee Work Center, please contact our Help Desk at as.linkhelp@nebraska.gov or 402-471-6234.

7. Click the Reset Your Password shown in orange in the above example.
Note: Some agencies remove links from emails; if you cannot click the link, copy and paste the URL beginning with HTTPS below the Reset Your Password link.
8. This will open a browser window with a Change Password screen, where you will enter a “new password” and “verify new password” (see screenshot).



9. Click Submit – as long as the new passwords match and meet the password requirements, you should get logged in.
-