## Resetting Your Workday Password After You No Longer Work for Meijer

<ol> <li>Go to <u>https://workday.meijer.com</u></li> <li>Click <b>All Other Users</b>.</li> </ol>		workdov
		Meijer Team Member         Chose shi option to login as a Meijer team member       >         via 850 / Shingi Sign for with your Meijer Network Login         Fresh Thyme Team Member       >         Chose shi option to login / you are a Firesh Thyme       >         To team Users       >         All Other Users       >         Chose shi option to login / you have been given a separate       >         Observation of you have been given a separate       >
3. Type your employee ID number (Er	nplID) in the <b>Username</b> box.	workday
If you:	Then:	
Do not know your current password	<ul><li>a. Click Forgot Password.</li><li>b. Go to Forgotten Password below.</li></ul>	Username
Know your password and want to change it	<ul><li>a. Click Change Password.</li><li>b. Go to <u>Setting a New Password</u> on page 2.</li></ul>	Sign In
		Forgot Password? Change Password

## Forgotten Password

1. Type your employee ID number (EmplID) in the Username box.	workday.	workday.	
<ol> <li>Enter the <i>personal email address</i> listed in your Workday account in the Email box.</li> <li><i>NOTE:</i> Do not use a meijer.com email address.</li> <li>Click Submit.</li> <li>You will see a Success message.</li> </ol>	Forgot Password Usename 1234567 Email Sample@gmail.com	When the event of the	
If the email you entered matches the personal email address listed in your Workday account, you will receive an email containing a link to a <b>Change</b> <b>Password</b> screen.	Password Reset Request for you	rkday.com> (5 (5 ) 426 PM	
<b>NOTE:</b> If you do not receive an email, contact the Support Center at 616-791-2727 and ask them to update your Personal Contact information in Workday with a personal email address you can access.	(i) If there are problems with how this message is display Workday recently received a request to reset i at 11/20/20, 4:25 PM. Please use the button b only valid for the next 1 hour.	ed, dick here to view it in a web browser. the password for your Workday account below to reset it. This password reset is	
Continue to the next page.	If you are having trouble clicking the Reset Your Password button, copy and paste the URL below into your web browser: https://wd5.myworkday.com/meijer/login.htmld? fpOneTimeToken=13yqyk9fd36m04f6xvpg9mh29cd9ir5qeyjyb2sk2bu1t7n8bti76171y6nyy		

- 4. Click the link in the email, or copy and paste it into your browser.
- 5. Type a new password in the **New Password** box.
- 6. Type the same new password in the **Verify New Password** box.
- 7. Click **Submit**.

Your new password must be at least 12 characters long and must include at least one of each of these:

- Uppercase letters.
- Lowercase letters.
- Numbers.
- Special characters !"#\$%&'()\*+,-./:;=>?@[\]^\_`'{|}~

This will log you into Workday, and your new password will be your password going forward.

Change Passwor	.q	
Verity New Password		
Sul	bmit	

## Setting a New Password

- Type your employee ID number (EmplID) in the Username box.
   Type your *current* password in the Old Password box.
- 3. Type a new password in the **New Password** box.
- 4. Type the same new password in the **Verify New Password** box.
- 5. Click Submit.

Your new password must be at least 12 characters long and must include at least one of each of these:

- Uppercase letters.
- Lowercase letters.
- Numbers.
- Special characters !"#\$%&'()\*+,-./:;=>?@[\]^\_`'{|}~

This will log you into Workday, and your new password will be your password going forward.

workday.
Change Password
Username
Old Password
New Password
Verify New Password
Submit
Back to Sign In