

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

1. Go to <https://workday.meijer.com>
2. Click **All Other Users**.

3. Type your employee ID number (EmplID) in the **Username** box.

If you:	Then:
Do not know your current password	<ol style="list-style-type: none"> <li>a. Click <b>Forgot Password</b>.</li> <li>b. Go to <a href="#">Forgotten Password</a> below.</li> </ol>
Know your password and want to change it	<ol style="list-style-type: none"> <li>a. Click <b>Change Password</b>.</li> <li>b. Go to <a href="#">Setting a New Password</a> on page 2.</li> </ol>

### Forgotten Password

1. Type your employee ID number (EmplID) in the **Username** box.
2. Enter the **personal email address** listed in your Workday account in the **Email** box.



**NOTE:** Do not use a meijer.com email address.

3. Click **Submit**.

You will see a Success message.

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 **Change Password** screen.



**NOTE:** 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.

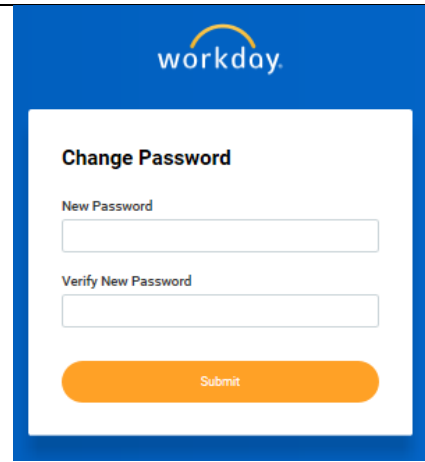
Continue to the next page.

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



## Setting a New Password

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

