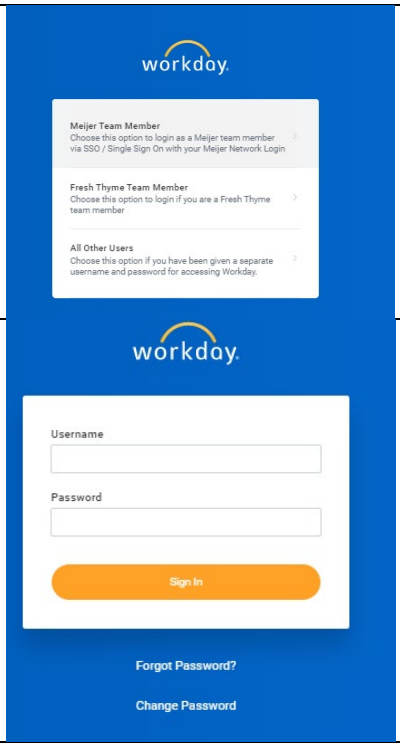
Resetting Your Workday Password After You No Longer Work for Meijer

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	a. Click **Forgot Password**. b. Go to Forgotten Password below.
Know your password and want to change it	a. Click **Change Password**. b. Go to Setting a New Password on page 2.

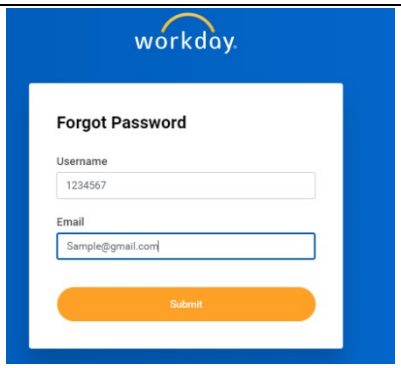
Forgotten Password

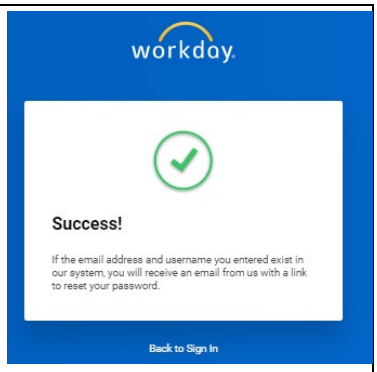
1. Type your employee ID number (EmplID) in the **Username** box.
2. Enter the ***personal email address*** listed in your Workday account in the **Email** box.

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

3. Click **Submit**.

You will see a Success message.

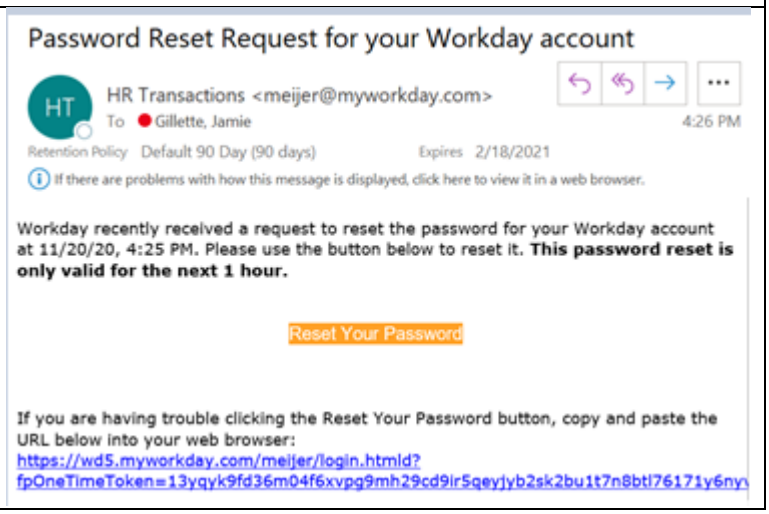




If the email you entered matches the personal email address listed in your Workday account, you will receive an email containing a link to a **Change Password** screen.

NOTE: *If you do not receive an email, contact Ask HR at 833-864-6947 and ask them to update your Personal Contact information in Workday with a personal email address you can access.*

Continue to the next page.

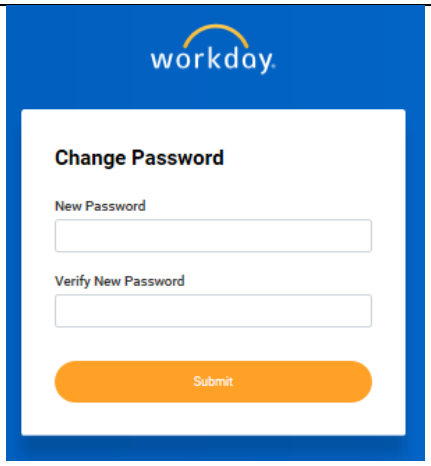


4. Click the link in the email, or copy and paste it into your browser.
5. Type a new password in the **New Password** box.
6. Type the same new password in the **Verify New Password** box.
7. Click **Submit**.

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 !"#$%&’()*+,-./:;=>?@[\]^_`'{|}~

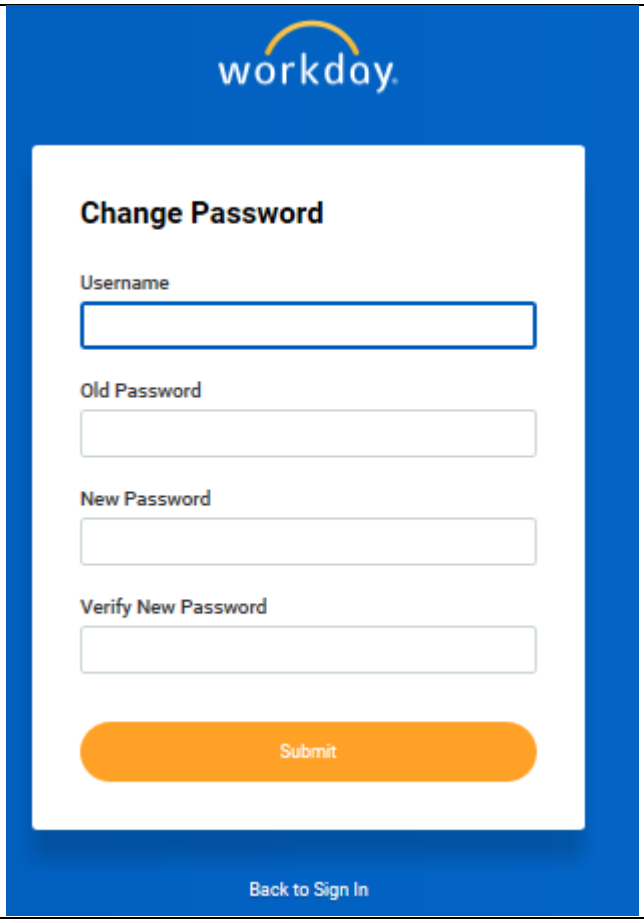
This will log you into Workday, and your new password will be your password going forward.



Setting a New Password

1. Type your employee ID number (EmplID) in the **Username** box.
2. 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 !"#$%&’()*+,-./:;=>?@[\]^_`'{|}~

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