

Tip of the Day: How to set up the Password Reset Function in DayForce: (This is a 2 step process- please do both steps)

#1 Set up Email Alerts

1. Go to Profile and Settings
2. Go To Forms
3. Open the Form **Contact Details**

Contact Details

Contact Details

Mouse, Minnie
Status: Active Employee Number: 100273

Phone Numbers

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

+ Add X Delete

Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*
Home	United States o...	410 369 90...		<input type="checkbox"/>	<input type="checkbox"/>	Sep 06/2004

Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

+ Add X Delete

Type*	Address*	Alerts	Start Date*	End Date
Personal Email	minniem@gmail.c...	<input type="checkbox"/>	Dec 28/2016	
Business Email	minnie@disney.com	<input checked="" type="checkbox"/>	Dec 15/2016	

Save Draft Submit Cancel Print

4. Check the **alerts box** next to the email that you would like to use for password resets
5. Click **Submit**
6. **Check your email for an email to verify this email**

#2 Set up Security Questions:

1. Go to Profile and Settings
2. Click on Security
3. Go to Security Questions

4. Enter **Current Password** (no need to do new password)
5. Select and Complete the **2 Security Questions**
6. **Click SAVE**

Security Settings

Update Password

Enter your current password and type your new password twice (once to confirm)

Current Password

New Password

Repeat New Password to confirm

Update Security Questions

Select and enter the answers to your chosen security questions. These questions will be used to help verify your identity. Answers are case sensitive.

Security Question #1

What is the middle name of your oldest

Answer #1

Security Question #2

What school did you attend for sixth gra

Answer #2

Update Security Questions

Select and enter the answers to your chosen security questions. These questions will be used to help verify your identity. Answers are case sensitive.

Security Question #1

Select an Option...

Answer #1

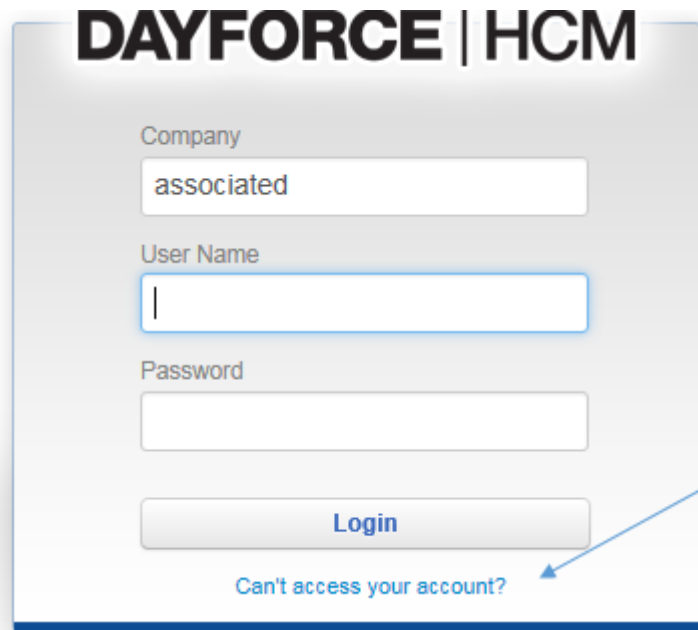
Security Question #2

Select an Option...

Answer #2

Save

If you ever need password help:



DAYFORCE | HCM

Company

User Name

Password

[Login](#)

[Can't access your account?](#)

Click here. After clicking here, you will receive an email to a link and you will need to enter the answers to your security questions in order to reset your password.