

# Extended Enterprise User Accounts

## Using Forgot Password to Reset Password

### How do EELs reset their password if they have forgotten what was set previously?

As of November 1, 2022, EELs can reset their own passwords using the Forgot Password link on the log in screen. The instructions below explain how to do so.

1. Navigate to the [Workday LogIn Screen](#) using **LOCAL WORKDAY!**
2. Click **Forgot Password?**.
3. Type Username: Network ID/AAH ID from 2.
4. Type email that associated to the eForms/EEL account. This is where you received the **Security Admin, Shared** or **Workday Notifications** emails. Not sure or never received an email, repeat the process with possible email addresses until reset password email is received. Or, reach out to your sponsor to verify the email address.
5. Click **Submit**.
6. User will receive a confirmation. Click **Back to Sign In**.
7. Navigate to the email you entered and find email from **Workday Notifications**.
8. Click **Reset Your Password**.
9. Enter **New Password** and **Verify New Password** using following parameters:  
*Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#&%&'()\*+,-./:;>?@[\\]^\_`{|}~. The password must not have been used within the following number of last passwords: 24.*
10. Click **Submit**

The screenshots show the following steps:

1. The main Workday login screen with the "Forgot Password?" link highlighted.
2. The "Forgot Password" form with the "Forgot Password?" link highlighted.
3. The "Forgot Password" form with the "Submit" button highlighted.
4. A "Success!" confirmation screen with the "Back to Sign In" button highlighted.
5. An email notification from "Workday Notifications" with the "Reset Your Password" button highlighted.
6. The "Change Password" screen with the "Submit" button highlighted.