Employee Password Reset – Set up

Would you like to reset your own passwords, so there is no delay in accessing Dayforce?

There are 3 steps to setting this up:

1. Be sure your Email is entered. From your Home screen, click on Forms.

Click on the Contact Details Form
Enter your work or personal email address, whichever you use during the work day. Click on the rectangle at the top right to expand the form. The Electronic Addresses section is at the bottom portion of the screen. To add your email, click + Add and move your cursor to the blue highlighted row to enter your data. **Be sure to check mark Alerts** – this will send all Dayforce notices to your email. Click Submit at the bottom right.

2. Set up your security questions. Return to the Home screen and click on Profile & Settings at the upper right of the Home screen or under the logout icon on the upper right.
Click on the Security tab (3rd tab at top left)

Enter your Current Password, but do not enter New Password, unless you want to change your default password. Select Security Question #1 and enter an answer and do this again for Security Question #2 and enter an answer. Click Save.

3. You have completed setting up Dayforce. You will receive an email message to the email address you entered on the Contact Details form. Be sure to open this Email message and click validate. Once this step is complete, you will receive Dayforce messages in your email in-box and be able to reset your own password. Thank you.