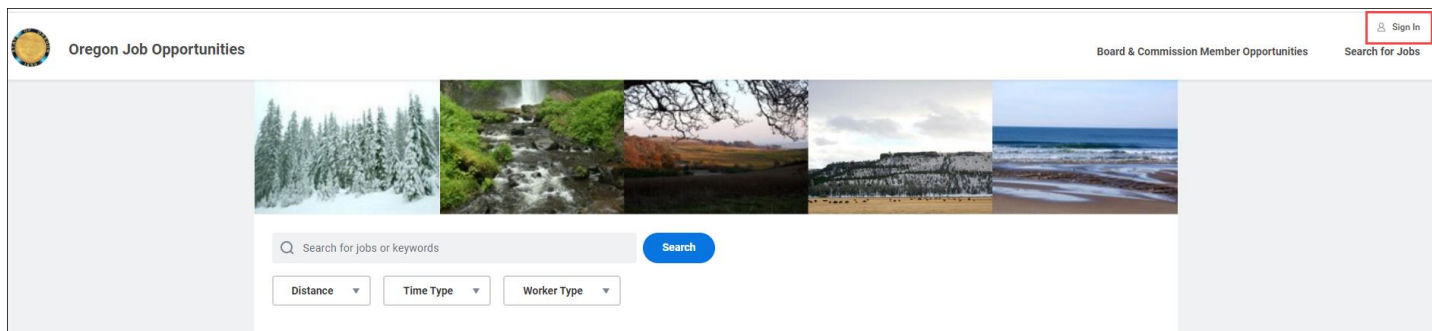


## External Candidate Reset Password

This job aid will walk you through the process of resetting your Workday candidate account password. You can reset your password from the [Oregon Job Opportunities page](#).

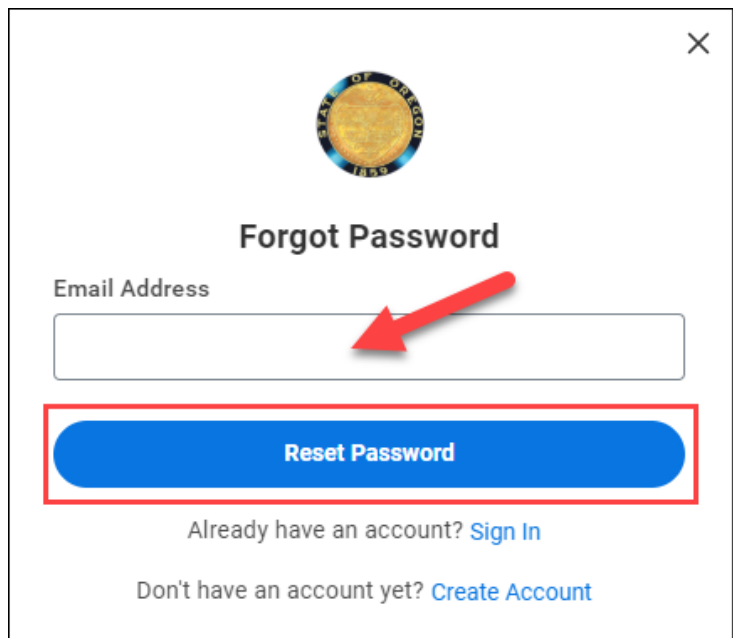
Step 1: Click on **Sign In** in the upper right corner of the Oregon Job Opportunity page.



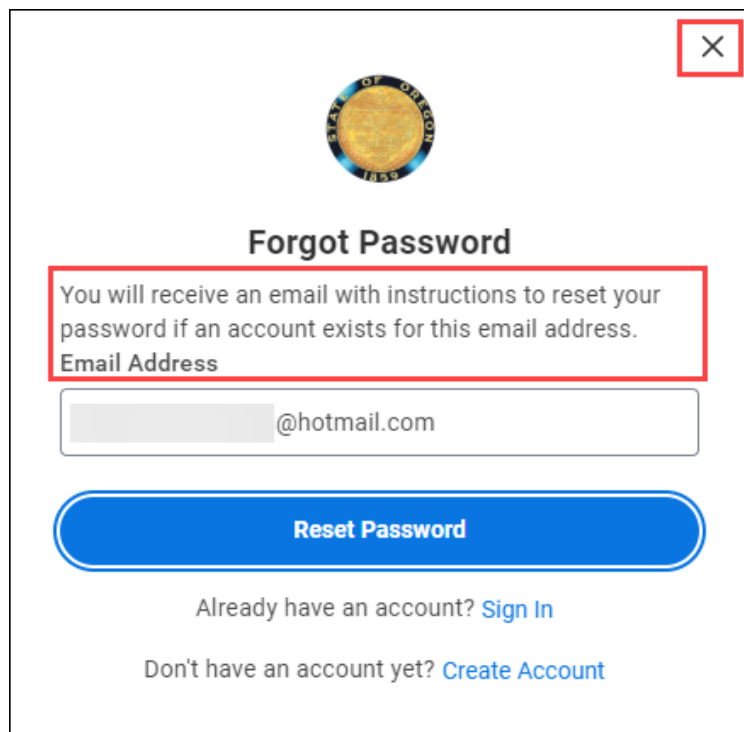
Step 2: Click **Forgot your password?**

A screenshot of the 'Sign In' form on the Oregon Job Opportunities website. The form is titled 'Sign In' and features the Oregon state seal at the top. It includes two input fields: 'Email Address' and 'Password'. Below the input fields is a blue 'Sign In' button. At the bottom of the form, there is a link that says 'Don't have an account yet? [Create Account](#)'. The 'Forgot your password?' link is highlighted with a red box.

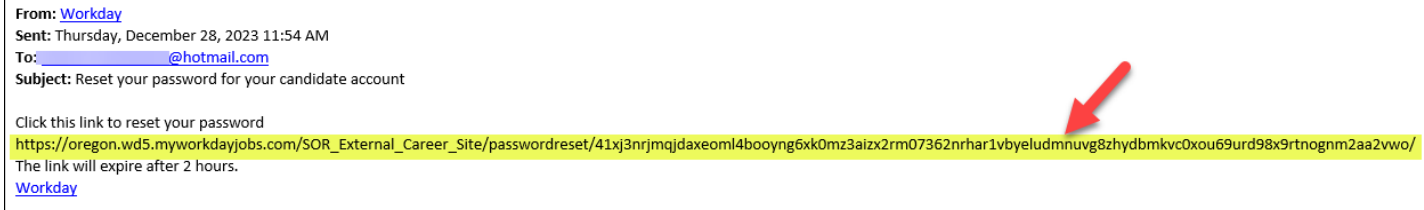
**Step 3:** Enter your **Email Address**. This should be the same email address that was used to create your candidate account. Click **Reset Password**.



**Step 4:** The screen will update with a message informing you that you will receive an email with instructions to reset your password if an account exists for this email address. Click the **X** to close the message and then look for your email from Workday.



**Step 5:** Click on the hyperlink provided in the email. Note: Do not click on the blue word *Workday*.



**Step 6:** Create a new **Password** using the password requirements. Enter the new password again in the **Verify New Password** field, then click **Submit**.

### Reset Password

Password Requirements:

- An alphabetic character
- A minimum of 8 characters
- A lowercase character
- An uppercase character
- A numeric character
- A special character

Password


Verify New Password

**Submit**

**Step 7:** Your password has been reset. You can use it now to sign into your candidate account.

### Sign In

Password has been reset 

Email Address

Password

**Sign In**

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)