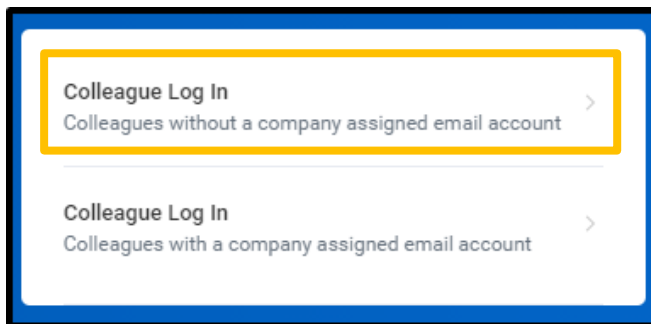


Welcome to Workday®

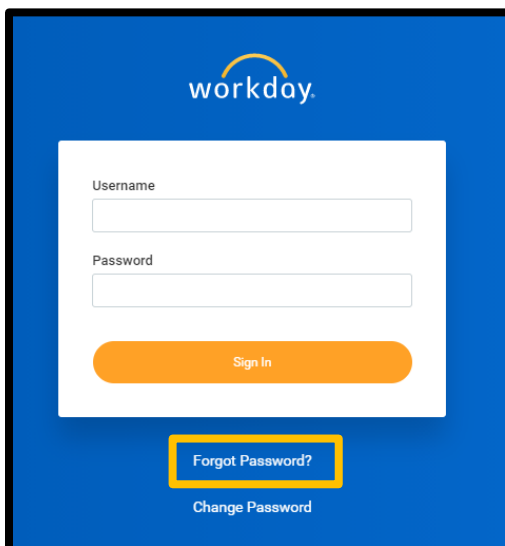
Colleague User Guide

Resetting your Workday Password

1. Launch the Workday website.
2. Chose the top “Colleague Log in” option



3. Click on “Forgot Password?”



v.1 07.21.21



Little Caesars

BLUE LINE

Detroit Red Wings

OLYMPIA ENTERTAINMENT

DETROIT TIGERS

OLYMPIA DEVELOPMENT OF MICHIGAN

Little Caesars Fundraising

Hitch Holdings, Inc.

Champion FOODS

313 PRESENTS

4. Enter in your Workday Username and your personal Email Address and click on Submit.
 - a) If your username contains numbers, please include these.
 - b) If you are unsure if your username contains numbers, please contact your HR Business Partner or the Workday Password Reset hotline at 313-725-3636.

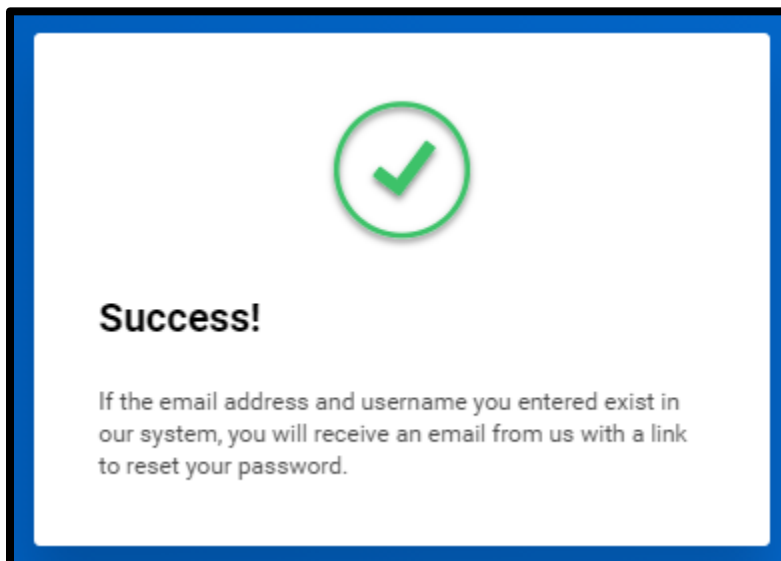
Forgot Password

Username

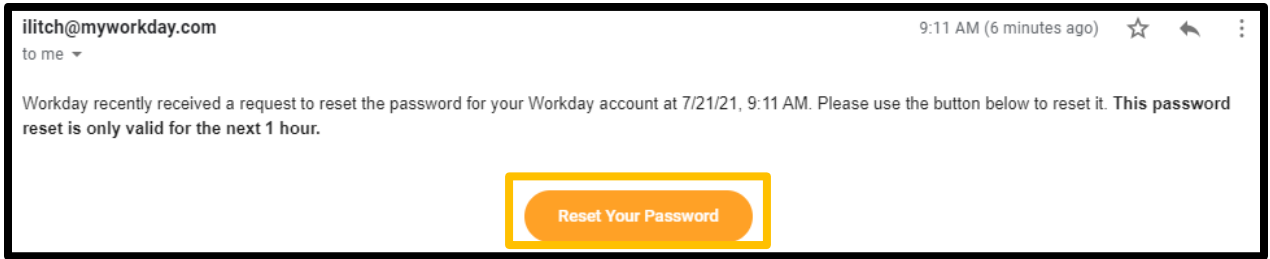
Email

Submit

5. You should receive the below Success message upon completing the “Forgot Password” form.



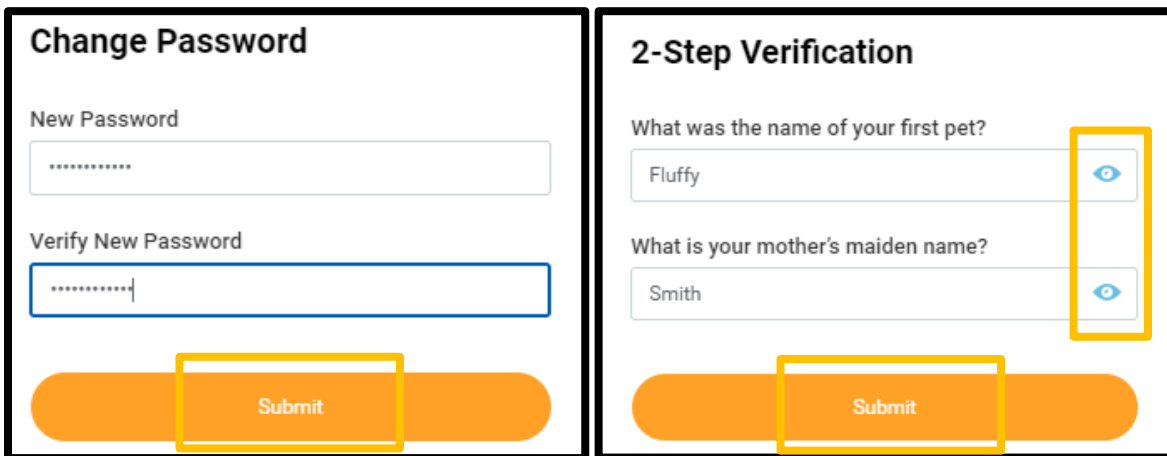
- Please refer to your personal email account for next steps on resetting your Workday password. Click on the orange "Reset Your Password" button. This will take you back into Workday.



Note! The password reset links are only valid for 1 hour. As such, it is important you complete this request timely.

- Once you are back in Workday, fill out the form with your new password and complete the 2-Step Verification by answering the challenging questions (you originally set up with Workday when logging in the first time).

Note! you can see your answers to the question by click on the eye to the right of the answer field.



- You are now successfully logged into Workday!

