To change your password challenge questions...

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember. This will allow you to access Workday when you have forgotten your password.

1. From the **Home** page, click on the **My Account** worklet.

2. Then, click the **Manage Password Challenge Questions** button.

3. Click the drop down arrow to select the security question of your choice.

4. Type the answer to the security question in the **New Answer** field. **NOTE:** Your password answers are case sensitive.

5. Repeat steps 3 and 4 to update other questions and answers.

6. Click **OK**.

7. Then, click **Done**. Your challenge questions are now updated.