

## SIGN IN/OUT AND CHANGE YOUR PASSWORD

For Retirees and Employees of Clerk of Circuit Court, Property Appraiser, Supervisor of Elections, Sheriff and Tax Collector

### SIGN IN

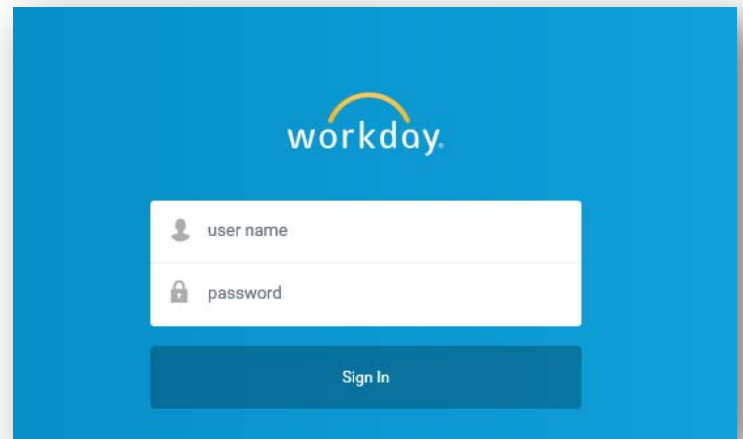


1. Click the **Workday** link on Benefits scgov.net page.
2. Type your user name in the **user name** field.
  - a. For current employees hired before 8/1/18, your user name will your first name.lastname. Here is an example:  
Name: Joseph Smith      Workday user name: joseph.smith \*those with a suffix such as Jr should add that to their last name with no spacing ie joseph.smithjr
  - b. New employees, hired after 8/1/2018 will be assigned a Workday user name when they are hired. Your HR Department will provide you with login credentials.
3. The first time you sign in, type your temporary password into the **password** field:

- a. Current Employees will use Workday!\_\_\_\_\_

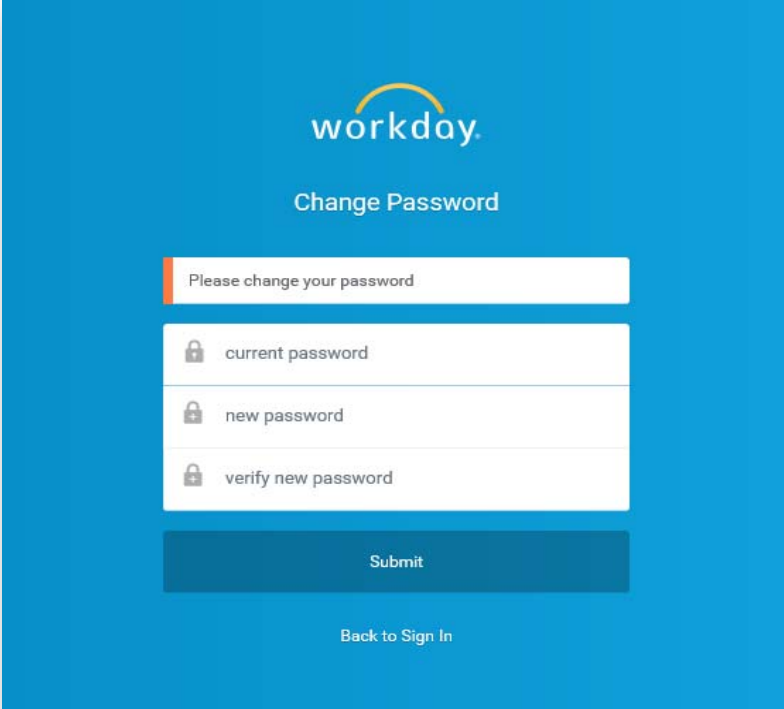
The \_\_\_\_\_ represents the last 4 digits of your **Social Security number**. For example, if the last 4 digits of your SSN are 4321, your temporary password would be: Workday!4321

- b. New employees will receive a separate email with a system generated password.



4. Click **Sign In**. You will be asked immediately to change your password.
  - a. Your new password must not be the same as your current password or user name.
  - b. It must be at least 8 characters long.
  - c. It must include a combination of uppercase letters, lowercase letters, numbers, and special characters:  
! @ # \$ % & ' ( ) \* + , - / : ; = > ? @ [ \ ] ^ \_ { } | ~
  - d. It must not have been used within your past 4 passwords.

5. Type the temporary password into the **current password** field.
6. Type your new password into the **new password** field, and then type it again into the **verify new password** field.
7. Click **Submit**.



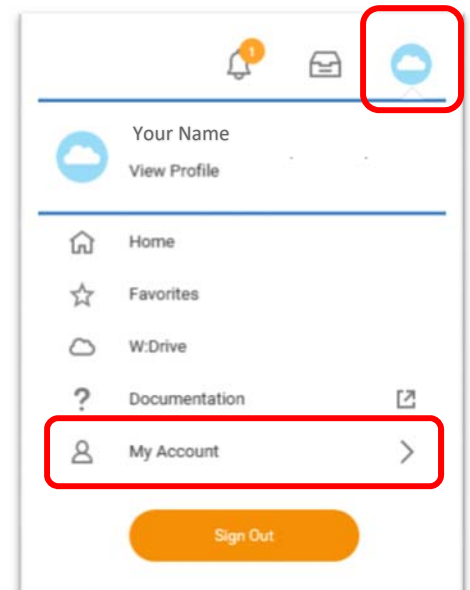
### TROUBLE LOGGING IN?

Please Contact Board of County Commissioners HR at 941-861-5353 for password reset and user id issues. Or email AskHR@scgov.net.

### CHANGE YOUR PASSWORD

After you have logged in for the first time and changed your password, you will be able to use that new password for 90 days. After that, you will be prompted to change your password again, or you can choose to change it sooner.

1. Click your **Profile** icon (or photo) in the upper right of the Workday home page.
2. Click **My Account**, then click **Change Password**.
3. Type your current password in the **current password** field.
4. Type a new password in the **new password** field, and also in the **verify new password** field. Make sure that your new password meets all the criteria described in #4 above.
5. Click **OK**.
6. Your new password is now in effect for the next 90 days.



## SIGN OUT

When you are finished using Workday, be sure to sign out.

1. Click your **Profile** icon (or photo) in the upper right of the Workday home page.
2. Click **Sign Out**.

