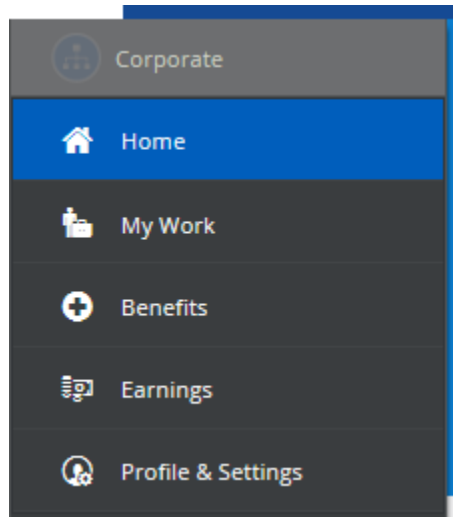
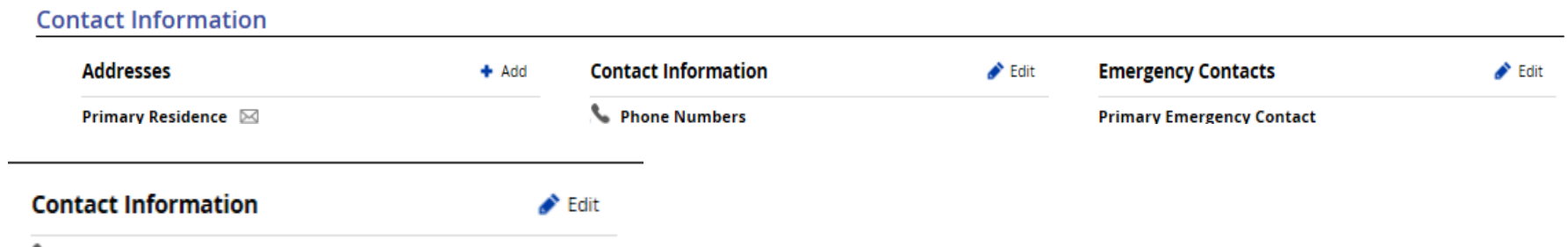


# Dayforce - Password Reset

From the home page navigate to profile and settings



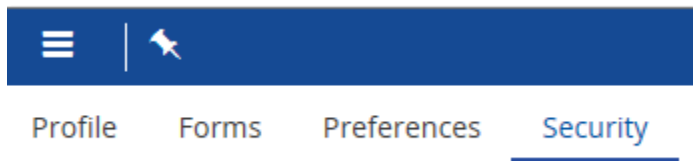
On the profile page choose contact information from the contact information section (middle column)



Click edit – if your email is not entered click add new email address – enter your email – click alerts – click save  
An email will be sent to the email entered ... follow the instructions in that email

@ Email Addresses		+ Add New Email Address		
Type *	Email Address *	Alerts ?	Verified ?	Delete
Business Email	karie.langlois@coleintl.com	<input checked="" type="checkbox"/>		

To enter you security questions go to the security tab on your profile and settings page



Enter your current password only. Choose your security questions and type in the answer. Click save

### Security Settings

#### Update Password

Enter your current password and type your new password twice (once to confirm)

Current Password

New Password

Repeat New Password to confirm

#### Update Security Questions

Select and enter the answers to your chosen security questions. These questions will be used to help verify your identity. Answers are case sensitive.

Security Question #1

Answer #1

Security Question #2

Answer #2

Save