Job Aid: Workday Sign In and Password Reset

Sign In and Password Reset

Initiator: Employee as Self

Sign In Steps:

1. Go to the Workday Sign In page. https://www.myworkday.com/trustmark/login.htmld
2. Enter your User Name and Password, then click on Sign In.   *Note: User Name is not case-sensitive but Password is.*

If you exceed the maximum failed signon attempts, an email will be delivered to your work email address identifying the period of time for which your account will be locked. After that period has passed, follow the steps below to reset your password.

Password Reset Steps:

1. From the Workday Sign In page click the Forgot Password? button.
2. Enter your User Name and Email Address (the Email Address has to be in Workday). Click Submit.
3. Workday will send an email to the email address you entered **if it is in Workday**. The email contains a link to reset your password.
4. Click on the Reset Your Password link contained in the email. You will be brought to a Change Password screen and at this point you will be required to immediately set a new password. Click Submit.

Notes about User Name:

- The User Name format is flast, where f is the first initial of your first name and last is your last name, based on your legal name. A number will be added after the last name if the flast combination is already assigned to another user (e.g. bsmith, bsmith2, bsmith3, etc.).
- User Name is not case-sensitive. For example, bsmith, BSmith and BSMITH will all be accepted as valid.
- If a legal name change occurs, the Workday username will be updated to reflect that change. Please note, these updates occur every few months. Please reach out to HROps@trustmarkcompanies.com if you have any questions about the timing of this update.

Notes about your Password:

- Your Workday Password is valid for 90 days from the time it is created. At that time you will be required to change your password when you sign in. If you have never signed into Workday, you will be required to change your password the first time you sign in.
- Your password is case-sensitive. It must be a minimum of 8 characters containing an upper and lowercase letter, a number and a special character.
- If you are unable to reset your password on your own by following the steps above, contact a support representative using the channels displayed on the Workday Sign In page.