# Workday Sign In and Password Reset



\*THIS JOB AID IS SOLELY FOR THE USE OF TRUSTMARK EMPLOYEES<sup>3</sup> Trustmark Services Company | Trustmark Health Benefits | Health Fitness Corporation

### Sign In Steps:

- Navigate to the Trustmark Workday Sign In page (each Workday customer has its own link, this is only the link for workers at Trustmark): <u>https://www.myworkday.com/trustmark/login.htmld</u>
- 2. Enter your Username and Password, then click on **Sign In**. Username is not case-sensitive but Password is.

If you exceed the maximum failed sign on 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 Trustmark Workday Sign In page click the Forgot Password? link.
- 2. Enter your Username and Email Address (the Email Address has to be in Workday). Click Submit.
- Workday will send an email to the email address you entered <u>if it is in Workday</u>. The email sender will be Workday - Trustmark and contain 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. Refer to the password requirements on the page to ensure you are creating a secure password that meets these requirements. Click Submit.

#### Notes about the Username:

- The Username 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 Trustmark, Health Benefits or Health Fitness employee (e.g. bsmith, bsmith2, bsmith3, etc.).
- Username 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 on a monthly basis. If you have any questions about the timing of this update, please reach out to the Human Resources team at Trustmark: <u>HROPS@trustmarkbenefits.com</u>

#### Notes about the 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 an IT Service Desk representative using the channels displayed on the Trustmark Workday Sign In page.