

# ENABLING PASSWORD RESET AND RESETTING PASSWORDS IN DAYFORCE



## ENABLING PASSWORD RESET

Dayforce allows you to reset your own password. There are two steps that must be completed to enable this functionality: 1) enter your personal email address in Dayforce, and 2) set up your security questions.

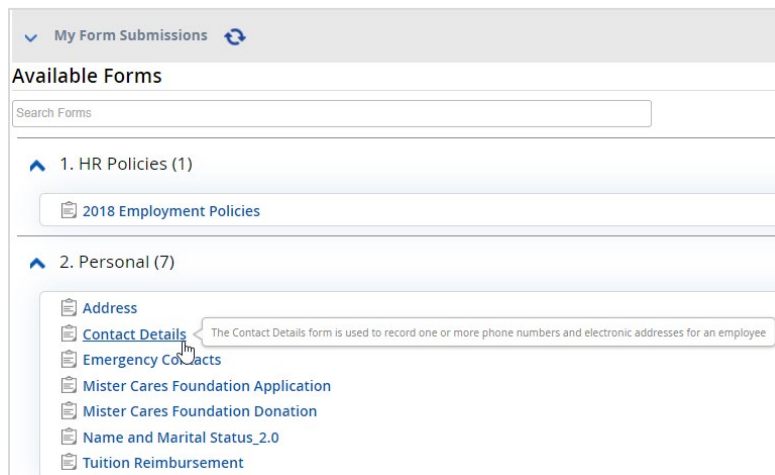
### Enter Personal Email Address

If you have already entered a personal email address in Dayforce, you can skip to the “Set Up Security Questions” section.

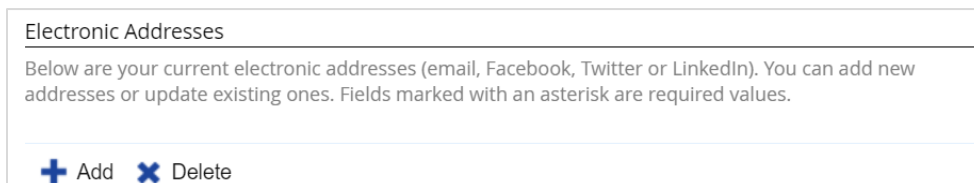
1. Log in to Dayforce and click the *Forms* icon.



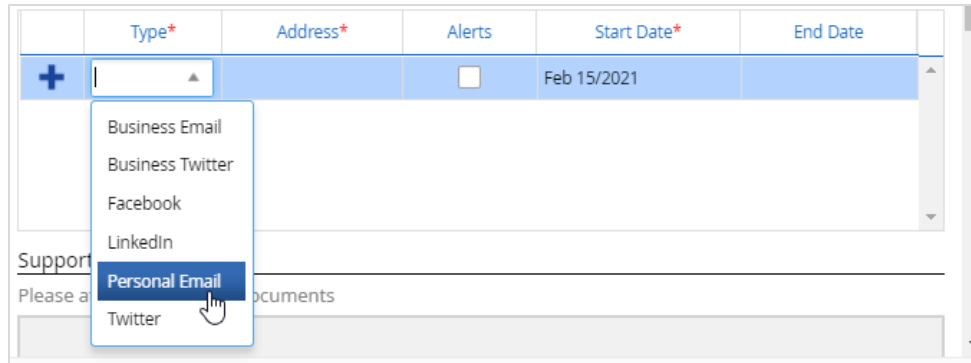
2. Under “Personal”, choose the *Contact Details* form.



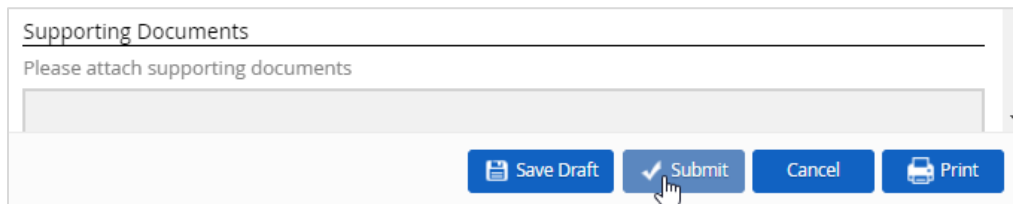
3. Scroll down to the *Electronic Addresses* section and click the *Add* button.



- Click the *Type* field and select "Personal Email" for the email address type.

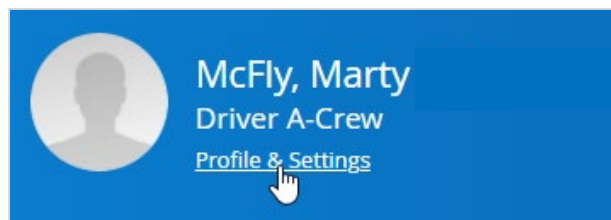


- Enter your preferred personal email address.
  - If you want this email to receive Dayforce messages and alerts, check the box under "Alerts". The box does not need to be checked to enable the password reset.
- Click "Submit".

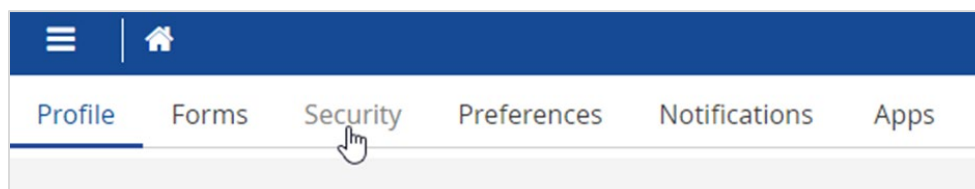


## Set Up Security Questions

- From the homepage, click "Profile & Settings".



- Click the *Security* tab.



- Enter your current password in the *Current Password* field.

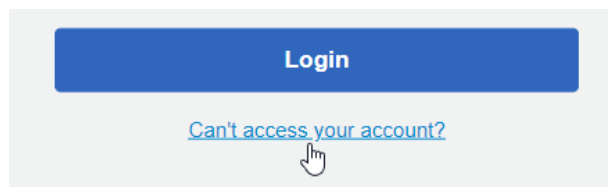
4. Select your security questions and enter the corresponding answers. Answers are case sensitive.

<p><b>Update Password</b> Enter your current password and type your new password twice (once to confirm)</p>	<p><b>Current Password</b> .....</p> <p><b>New Password</b> _____</p> <p><b>Repeat New Password to confirm</b> _____</p>
<p><b>Update Security Questions</b> Select your security questions and enter the corresponding answers. Your Current Password is required to complete this process. These questions will be used to help verify your identity. Answers are case sensitive.</p>	<p><b>Security Question #1</b> What is the name of your favorite childhood friend? ▾</p> <p><b>Answer #1</b> _____</p> <p><b>Security Question #2</b> In what city or town did your mother and father me... ▾</p> <p><b>Answer #2</b> _____</p>

5. Click the *Save* button.

## RESETTING YOUR PASSWORD

1. On the log in screen, click “Can’t access your account?”.



2. Enter your personal email address on the *Reset Password* screen and click “Submit”. Your email address must already be registered in Dayforce in order to receive the password recovery link via email.

**Reset Password** ✕

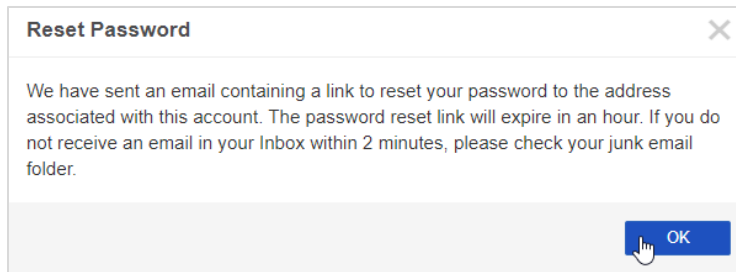
To reset your password you must enter your user name or a verified email account that you have registered with us. If you have forgotten your user name, you can retrieve it by entering your registered email account.

User Name  
\_\_\_\_\_

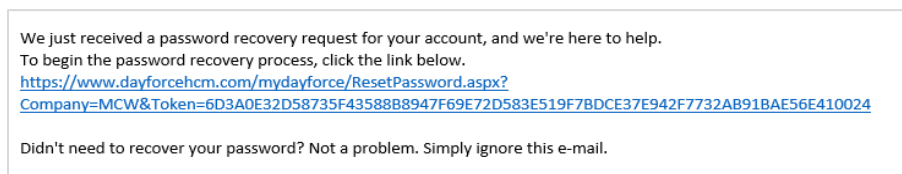
Or

Email  
**mmcfly123@gmail.com**  
\_\_\_\_\_

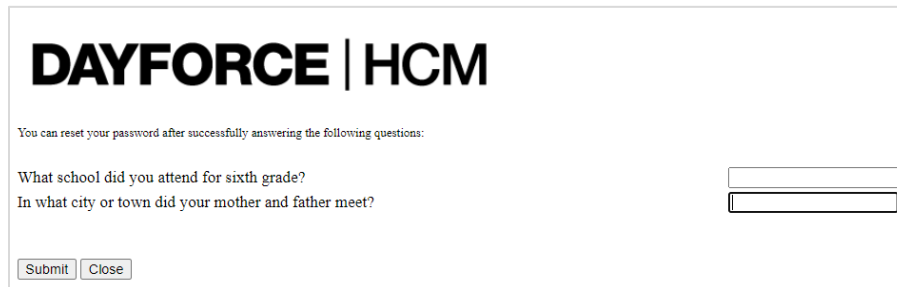
3. On the pop-up window, click "OK".



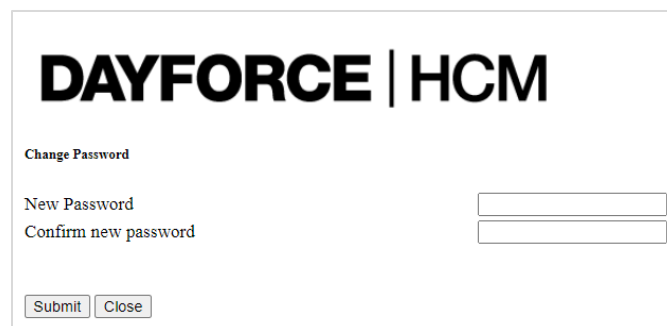
4. Open the email from Dayforce and click the recovery link.



5. Answer your security questions and click "Submit". Remember that answers are case sensitive.



6. Enter and confirm your new password. Click "Submit".



## QUESTIONS?

Call the HRHelpline at 844-529-7392 or email [HRhelp@mistercarwash.com](mailto:HRhelp@mistercarwash.com).

Questions for HRIS can be sent to [HRIS@mistercarwash.com](mailto:HRIS@mistercarwash.com). We are here to help!