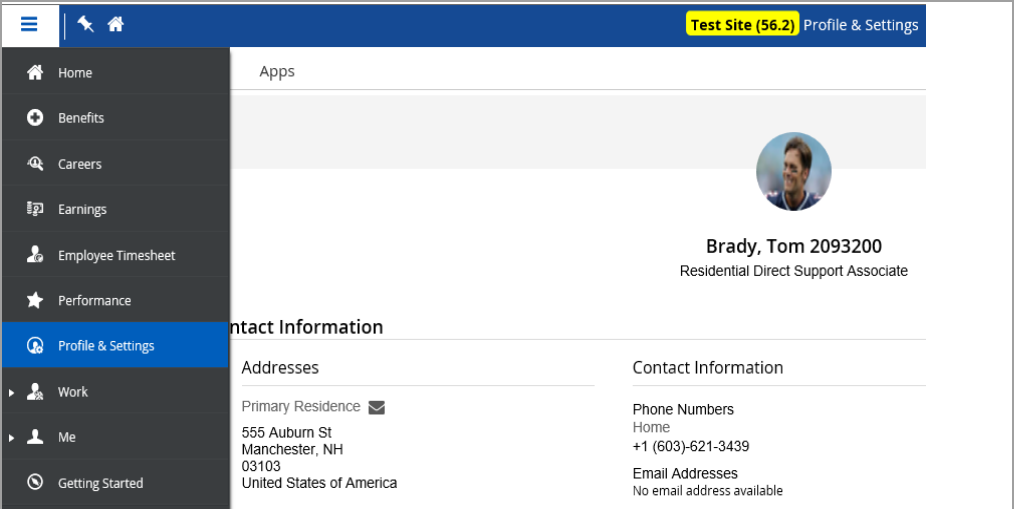
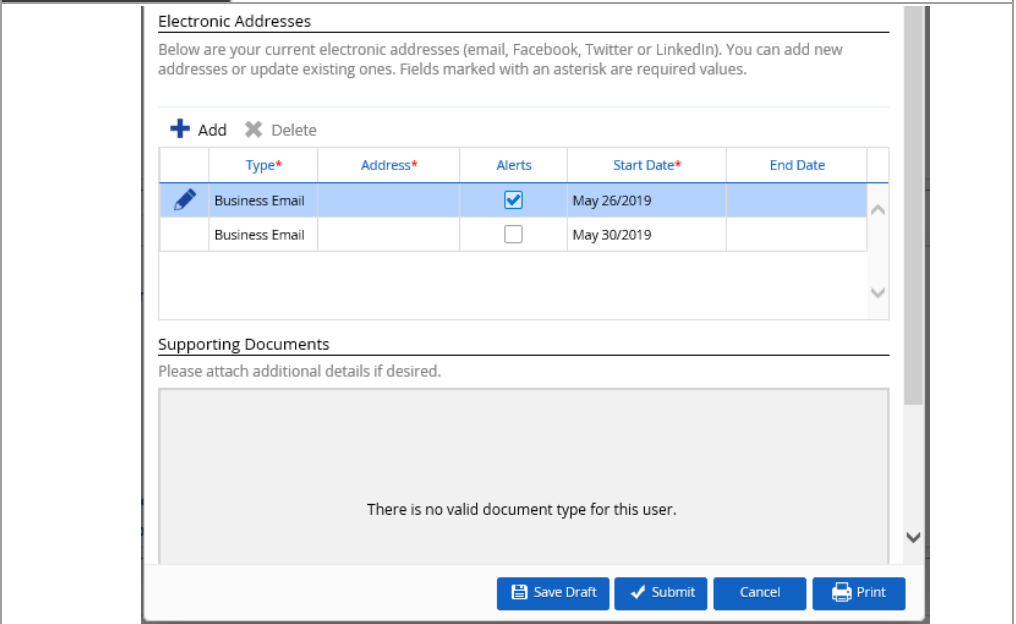



Setting up Password Recovery

This aide is to help employees set up password recovery for Dayforce HCM. Password recovery allows employees to reset their password without having to contact HR or Payroll for a password reset.

Step	Action
<p>(1) Navigate to Profile and Settings</p> <ol style="list-style-type: none"> Click the Menu button Click the Profile and Settings option 	
<p>(2) Authorize an Email Address</p> <ol style="list-style-type: none"> Click on the Forms tab Click Contact Details form Click the Alert box next to your Easterseals or personal email address Click Submit 	

<p>(3)</p> <p>Set up Security Questions</p> <ol style="list-style-type: none"> Click on the Security tab Enter your current password in the Current Password box Set up two security questions Click Save 	<p>Security Settings</p> <p>Update Password Enter your current password and type your new password twice (once to confirm)</p> <p>Current Password <input type="password" value="*****"/></p> <p>New Password <input type="password"/></p> <p>Repeat New Password to confirm <input type="password"/></p> <hr/> <p>Update Security Questions 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>Security Question #1 What was your dream job as a child? ▾</p> <p>Answer #1 Football Player <input type="text"/></p> <p>Security Question #2 What city did you grow up in? ▾</p> <p>Answer #2 San Mateo <input type="text"/></p> <p style="text-align: right;">Save</p>
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<p>(4)</p> <p>Reset Password</p> <ol style="list-style-type: none"> Click on Can't access your account Follow steps as required to reset password 	<div style="text-align: center;">  </div> <p>Company eastersealsnh</p> <hr/> <p>User Name <input type="text"/></p> <hr/> <p>Password <input type="password"/></p> <hr/> <p>Login</p> <p>Can't access your account?</p>
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