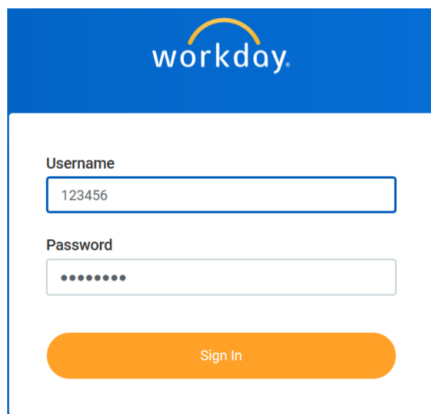


Important information regarding your post CGU employment access to Workday

As you transition from employment with CGU, your login credentials to access your Workday information have changed. **Please e-mail Human Resources office at Human.Resources@cgu.edu and we will provide you with your new username and password.** To confirm your identity please be prepared to provide your social security number, date of birth or Workday ID number. Upon receiving your new login credentials, please follow the instructions below to login to Workday.

1. Click on the following link: <https://www.myworkday.com/wday/authgwy/theclaremontcolleges/login.html?redirect=n>
2. Enter your Username and Password provided below, and then click on Sign In



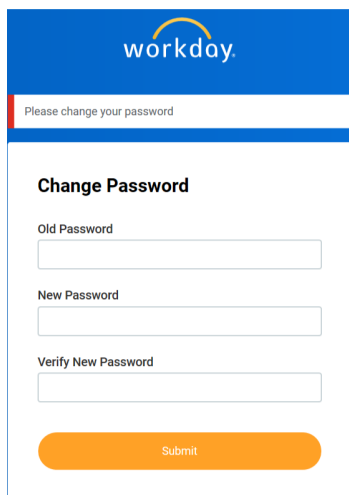
workday.

Username
123456

Password
.....

Sign In

3. You will be directed to change your password. Enter your 'Old Password' (this is the password provided to you below). Then enter a 'New Password' of your choice. Re-enter your new password in the field below



workday.

Please change your password

Change Password

Old Password

New Password

Verify New Password

Submit

NOTE: Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#\$%&'()*+,-./:;=>?@[\\]^_`{|}~. The password must not have been used within the following number of last passwords: 4

4. Once you have successfully changed your password, you will be redirected to the Workday homepage.

Please let us know if you have any questions.

Thank you,

Human Resources