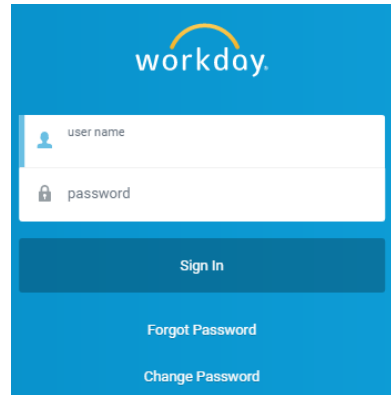


Tip sheet: *Signing In, Password Management and Preference Updating*

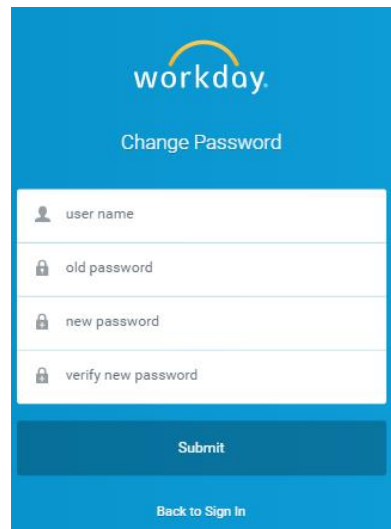
At the Sign In screen:

1. Enter your User Name. This is Hexcel employee number assigned when you were hired. If you do not know or remember your employee number, contact your local Human Resources
2. Enter your **Password**. Your initial password will be sent to you automatically if you have an e-mail address or it will be generated for you by Corporate HR and given to you by your local Human Resources.
3. You will be asked to change your password the first time you log in. Your new password must be alpha numeric and have a minimum of 10 characters. It will need at least one upper case letter along with lower case letters, as well as a number.

Passwords will need to be updated every 90 days.



The screenshot shows the Workday Sign In interface. At the top is the Workday logo. Below it are two input fields: 'user name' and 'password'. A 'Sign In' button is positioned below the password field. At the bottom of the screen, there are two links: 'Forgot Password' and 'Change Password'.



The screenshot shows the Workday Change Password interface. At the top is the Workday logo and the text 'Change Password'. Below are four input fields: 'user name', 'old password', 'new password', and 'verify new password'. A 'Submit' button is located below the 'verify new password' field. At the bottom, there is a link that says 'Back to Sign In'.

4. Next you will be required to select "challenge questions" to aid with password recovery should you forget what you selected. Use the drop down arrows to select your question and provide the answer in the space provided underneath. You will need to do this three times.

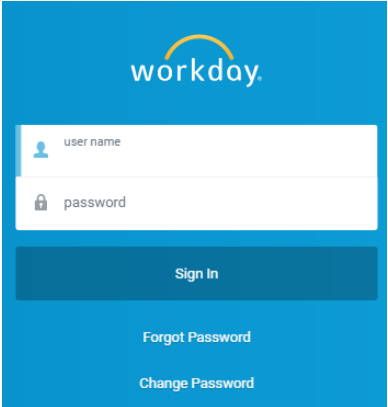
You should select answers only you will know and that are easy to remember. These questions will need to be answered correctly to aid in password recovery.



The screenshot shows the 'Manage Password Challenge Questions' screen. It features three rows, each representing a security challenge. Each row includes a label for the question, a red asterisk indicating a required field, a dropdown menu for selecting the question, and an empty text box for providing the answer. The questions shown are: 'What is your mothers maiden na...', 'What is the name of the street yo...', and 'What is the name of your first pe...'. The 'Answer' labels are positioned below each question dropdown.

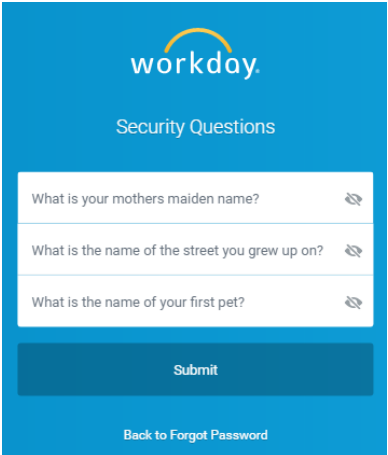
Forgetting, Changing, and Resetting your Password

If you forget your password click the **Forgot Password** text underneath the orange **sign in** box. You will be directed to another screen where you will need to enter your **User name** again.



The screenshot shows the Workday sign-in interface. At the top is the Workday logo. Below it are two input fields: 'user name' and 'password'. A 'Sign In' button is positioned below the fields. Underneath the button are two links: 'Forgot Password' and 'Change Password'.

When you forget your **Password** you will then be asked provide the answers to your three Password **Security Questions**.



The screenshot shows the Workday Security Questions screen. At the top is the Workday logo. Below it is the title 'Security Questions'. There are three text input fields with questions: 'What is your mothers maiden name?', 'What is the name of the street you grew up on?', and 'What is the name of your first pet?'. Each field has a clear icon on the right. Below the fields is a 'Submit' button. At the bottom is a link: 'Back to Forgot Password'.

Note: *If you answer incorrectly and lock yourself out of Workday you will need to contact the **IT Response Centre to Reset your password**. The number can be found on the Sign In screen.*



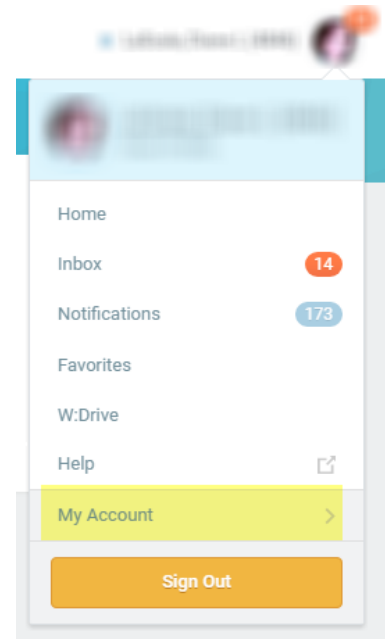
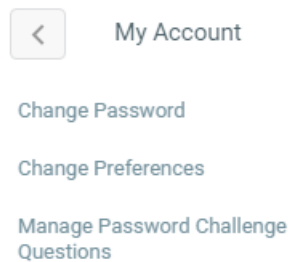
Changing your language interface and other preferences

Workday gives you many options to customize your experience by changing your preferences for things like language, currency, and time zone.

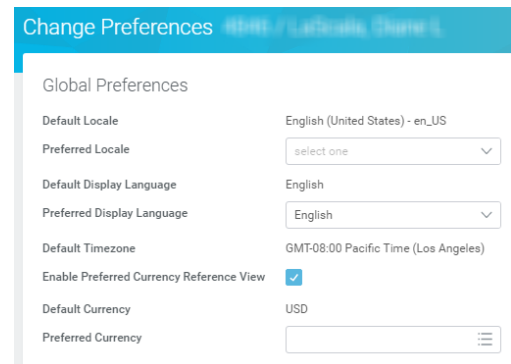
From your **Home** page:

Click on your name in the upper right corner of the screen. This will open to a variety of options, including the inbox, favorites, and account details.

Select **My Account**, which will give you the option to change your password, manage your password challenge questions, and to change your default preferences.



Selecting **Change Preferences** opens another screen with a variety of items you can customize. By default, the locale and language are for the country you work in. The currency also defaults from this. Should you choose, you can modify any of these entries.



Selecting **Manage Password Challenge Questions** will open a screen where you can update the three challenge questions you set up the first time you logged in to Workday. This can be done at any time.

When you are finished click the **OK** button, or cancel to leave the values defaulted.

