FIVE STAR
SENIOR LIVING

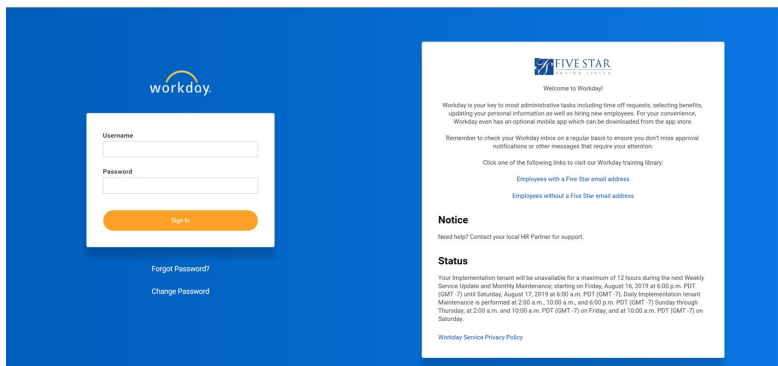# How to access Workday on any **computer or mobile device**

1. Launch your web browser (Internet Explorer, Chrome or Safari) and enter

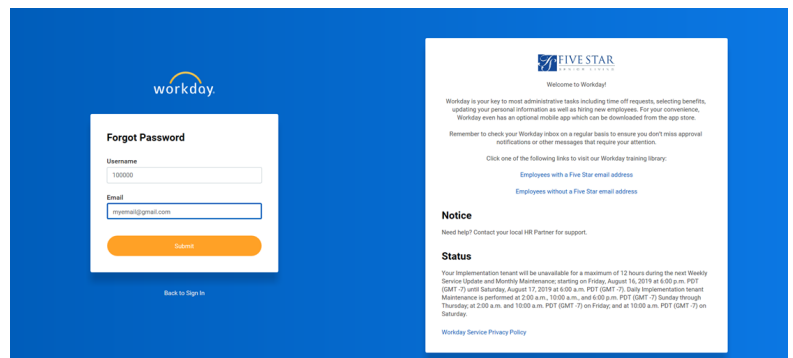   **http://www.myworkday.com/5ssl/** into the address bar.

You can also download the **Workday App** and use 5ssl for the organization ID.

2. When Prompted, enter your employee ID and password

If you don't remember your WD password

Select the **Forgot Password** option.

Enter your username, your personal e-mail address that is on file in Workday, and select submit.

You will receive an e-mail with a link to reset your password.

Password complexity rules:

- New password must not be the same as your current password or user name
- Minimum of 8 characters and represent the following character types: uppercase letters, lowercase letters, Numerals 0 - 9, special characters !"#$%&'()*+,-./:;=>?@[\]^_`{|}~
- New password must not have been used in the last year or in the last 4 passwords and will expire every 90 days