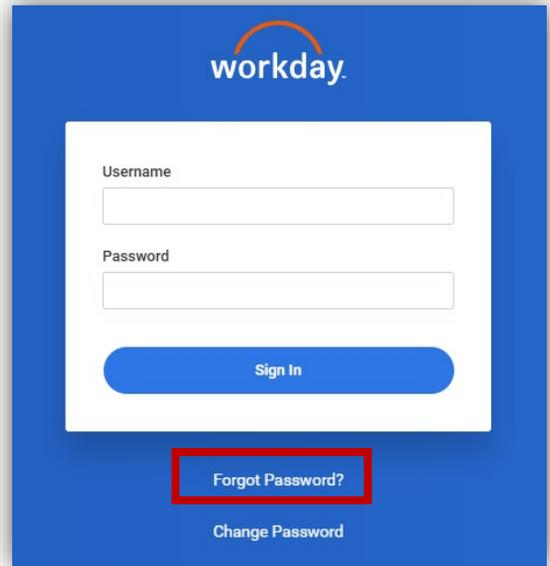


Quick Reference Guide – Password Reset

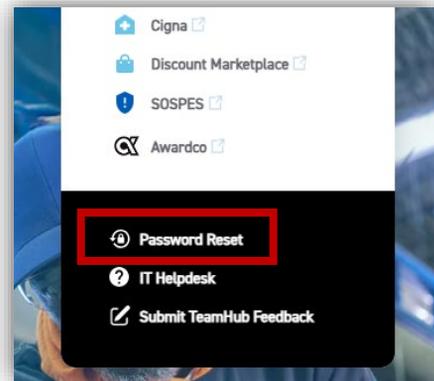
From the Login page:

- Select **Forgot Your Password?**
- Enter your **Username** or **Email**
- Select **Send Code**
- Check your inbox for an email from Workday (check your spam folder)
- Click the **Reset Your Password** link in the email
- Create your new password



Single Sign-On (SSO) users:

- Select **Password Reset** on TeamHub and follow the instructions



Still Having Trouble?

If none of the above steps solve your login issues, please contact the Workday support team at Workday@aaon.com and include a description of the problem, any error messages you received, and your contact information.

Tips for Success

- Use a supported web browser (such as Chrome, Edge, or Firefox).
- Clear your browser's cache and cookies if you experience persistent issues.
- Ensure your internet connection is stable.