

HOW TO RESET YOUR PASSWORD

- 1. Click on link: <u>https://www.myworkday.com/wday/authgwy/prolinkstaff/login.htmld?redirect=n</u>
- 2. Select the **Talent & Client Login** option (NOT Corporate Login), if prompted to make a selection.
- 3. Do NOT enter a username or password on the next screen. Instead, click the **"Forgot Password"** link beneath the sign in the box.
- 4. On the next screen, enter your primary email address in both the Username and the Email fields. These fields must match. You should enter the email you use to communicate with ProLink. If you have used multiple emails to communicate with ProLink, you can test all emails OR reach out to your recruiter to confirm which email is listed in our system (Bullhorn).
- 5. Click Submit.
- 6. Check your email for the reset password link. Search prolinkstaff@myworkday.com. Be sure to check your junk or spam folder.
- 7. If you are still unable to access your account after using these steps, reach out to workday@prolinkstaff.com. Use "Login" as the subject line of your email.

