

### Method 1: Changing the Password while Logged into the Account

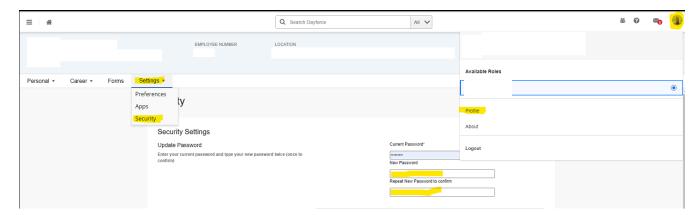
1. Open your preferred web browser and visit the Dayforce login page.

	Log in
	All fields are required.
Company	
mcso	
User Name	
trevor.jennings	
Password	
•••••	
	Login
	Can't access your account?

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- 2. Log in to your account using your current username and password.
- 3. Once logged in, navigate to the top-right corner of the page and click on your profile icon.
- 4. From the dropdown menu, select "Settings".
- 5. Within the Settings menu, find and select the "Security" option.
- 6. On the Security page, locate the "Change Password" section.

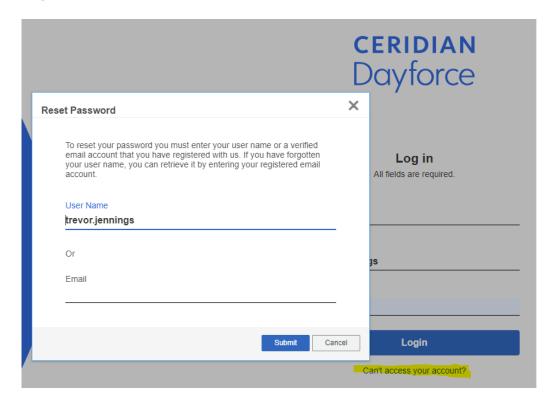


- 7. Enter your current password in the "Current Password" field, then your new password in the "New Password" and "Confirm New Password" fields. Note: Your new password may need to meet specific complexity requirements such as including a combination of uppercase and lowercase letters, numbers, and special characters.
- 8. Click "Save" or the equivalent to apply the changes. You should receive a confirmation that your password has been successfully changed.



#### Method 2: Using the "Can't Access Your Account?" Option

- 1. Open your preferred web browser and navigate to the Dayforce login page.
- 2. Click on the "Can't access your account?" link, usually located under the login fields.



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- 3. You will be prompted to verify your identity. This typically involves entering your username or email address associated with your Dayforce account.
- 4. Once your identity has been verified, a password reset link will be sent to your registered email address. Follow the link in the email to reset your password.
- 5. Enter and confirm your new password. As with the previous method, ensure your new password meets any specified complexity requirements.
- 6. Save your changes. You should be able to log in with your new password from now on.



#### Method 3: Emailing HR at <a href="magnumcement.ca">hr@magnumcement.ca</a>

If you are unable to change your password using the methods above, or you prefer human assistance, you can contact the Human Resources department for help. Here is a suggested template for your email:

Subject: Assistance Needed to Change Dayforce Password

Dear HR Team,

I am having trouble changing my password for the Dayforce system. I have tried the typical methods, but I am still unable to successfully change my password.

Could you please assist me with this process or reset my password on my behalf?

Thank you in advance for your help.

Best Regards, [Your Name]



Remember: It is essential to maintain your online security when changing your password. Never share your password with anyone, and try to create a strong, unique password that isn't easily guessable.

This guide should provide you with a comprehensive understanding of how to change your Dayforce password, and you should now be able to choose the most convenient method for you.