



How to Change Your Dayforce Password: A Step-By-Step Guide

Method 1: Changing the Password while Logged into the Account

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

A screenshot of the Dayforce login page. At the top, it says 'Log in' in bold black text, followed by 'All fields are required.' in a smaller, lighter blue font. Below this are three input fields: 'Company' with the value 'mcs0', 'User Name' with the value 'trevor.jennings', and 'Password' with a masked value '.....'. Each field has a light blue background and a thin blue border. At the bottom of the form is a large blue button with the text 'Login' in white. Below the button is a link that says 'Can't access your account?' in a light blue font.



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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.

A screenshot of the Dayforce user interface. At the top, there is a search bar labeled 'Search Dayforce' and a dropdown menu set to 'All'. Below this is a header section with 'EMPLOYEE NUMBER' and 'LOCATION' fields. A navigation bar contains links for 'Personal', 'Career', 'Forms', and 'Settings'. The 'Settings' link is highlighted, and a dropdown menu is open showing 'Preferences', 'Apps', and 'Security'. The 'Security' link is highlighted. On the right side, there is a 'Profile' icon and a list of 'Available Roles'. The main content area is titled 'Security Settings' and contains an 'Update Password' section. This section has a 'Current Password' field, a 'New Password' field, and a 'Repeat New Password to confirm' field. The 'Current Password' field is filled with a masked password. The 'New Password' and 'Repeat New Password to confirm' fields are empty.

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.



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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.

A screenshot of the Ceridian Dayforce login page. A modal window titled "Reset Password" is open in the foreground. The modal contains instructions: "To reset your password you must enter your user name or a verified email account that you have registered with us. If you have forgotten your user name, you can retrieve it by entering your registered email account." Below this, there are two input fields. The first is labeled "User Name" and contains the text "trevor.jennings". The second is labeled "Email" and is empty. At the bottom of the modal are "Submit" and "Cancel" buttons. In the background, the Dayforce login page is visible, showing the "CERIDIAN Dayforce" logo, a "Log in" section with the text "All fields are required.", and a "Login" button. A link labeled "Can't access your account?" is highlighted in yellow at the bottom right of the login page.



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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.



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Method 3: Emailing HR at hr@magnumcement.ca

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]



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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.