

# Workday Student Account Setup

## Welcome to Palm Beach State College!

At Palm Beach State College, we value the security of your information. This guide will walk you through two of the processes we have set up for you to assist in keeping your information safe.

Please follow the steps in each of the below sections:

- [Workday Student Account Password Setup](#)
- [Workday Student Account Log in Instructions](#)

Once you have completed these two processes successfully, you should not need to do them again and can simply log into your Workday Student account.


If at any time during these two processes you need additional assistance, please reach out to the Palm Beach State College – Service Desk at <https://help.palmbeachstate.edu> and choose the Live Chat option or 561-868-4000.

# Workday Student Account Password Setup

## Step 1:

Enter your **my.palmbeachstate.edu** email address in the **User ID** and enter the captcha code in the 2<sup>nd</sup> field.


Then, click **Next** to proceed.

 **PALM BEACH STATE COLLEGE**




## Get back into your account


Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

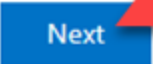


User ID:  
 

Example: user@contoso.onmicrosoft.com or user@contoso.com

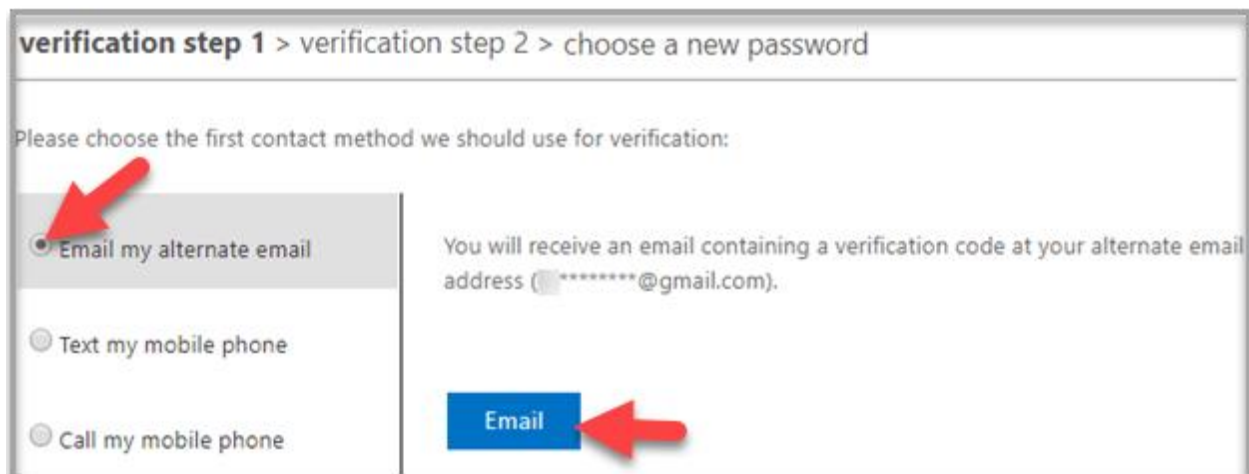


Enter the characters in the picture or the words in the audio.

## Step 2:

Select “**Email my alternate email**” and click the **Email** button to receive verification code in your email inbox used for your admissions application.



verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

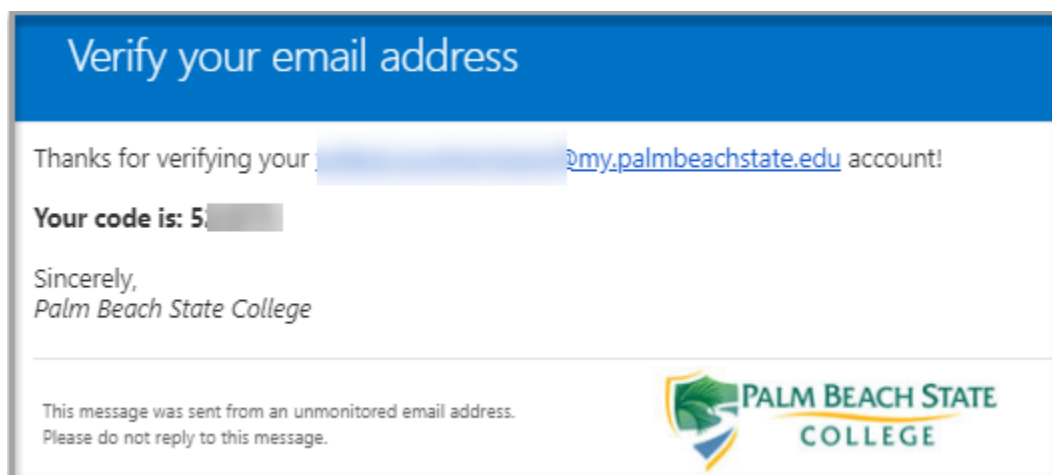
- Email my alternate email
- Text my mobile phone
- Call my mobile phone

You will receive an email containing a verification code at your alternate email address (\*\*\*\*\*@gmail.com).

**Email**

## Step 3:

Access your Microsoft verification email from [msonlineserviceteam@microsoftonline.com](mailto:msonlineserviceteam@microsoftonline.com) with verification code to enter on the Microsoft online password reset site.



## Step 4:

Enter your verification code and select **Next**.

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone

We've sent an email message containing a verification code to your inbox.

Enter your verification code

Next [Are you having a problem?](#)

## Step 5:

Choose an option to text or call to receive text or phone call with verification code by entering your phone number in the provided field.

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\* ) below. You will then receive a text message with a verification code which can be used to reset your password.

Text

## Step 6:

Enter verification code and select **Next**.

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

## Step 7:

Create a password to use for your Workday Student account and click **Finish** to submit.

### Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

\* Enter new password:

\* Confirm new password:

**Finish** Cancel

## PBSC Password Requirements

*Passwords are case-sensitive and must adhere to the following rules:*

The password must not contain your first or last name.

The password must be between 8 to 15 characters.

The password must contain (3 of 4) of the following:

1. At least 1 lowercase character.
2. At least 1 UPPERCASE character.
3. At least 1 number.
4. At least 1 special character:

(!#\$%\*+,-./:;<=>?@[\\]^\_`{|}~")

## Step 8:

Password setup is complete, please proceed to Workday Student Account log-in instructions.

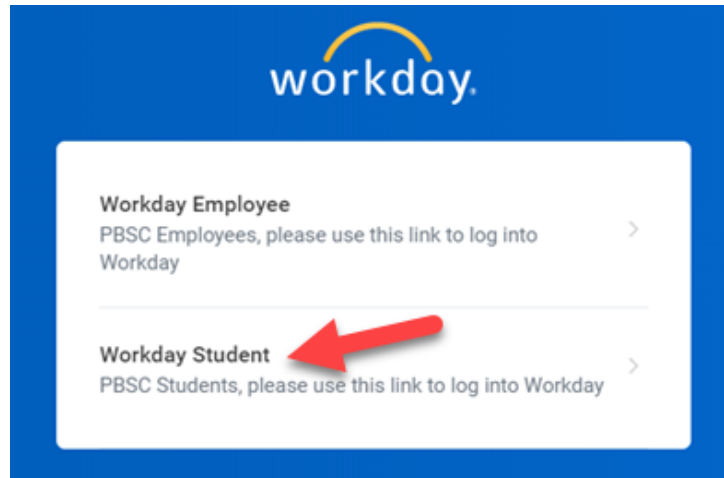


# Workday Student Account Log in Instructions

## Step 1:

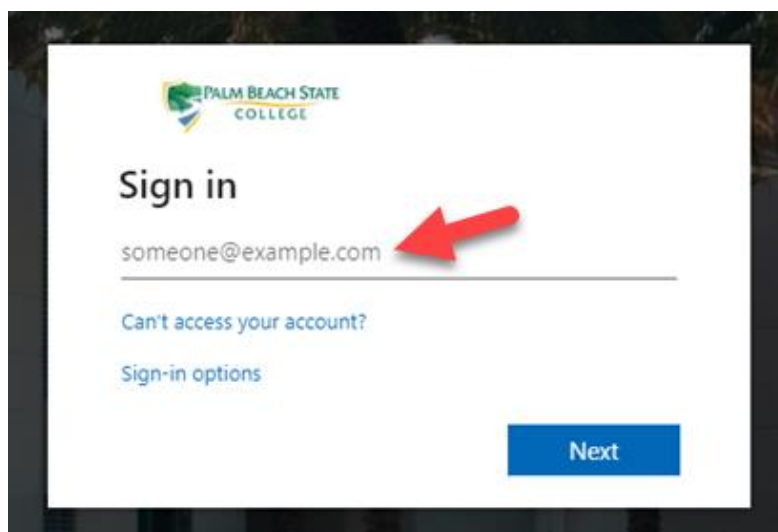
Access the Palm Beach State College - Workday Student log-in link

Click **Workday Student** to log-in as a student



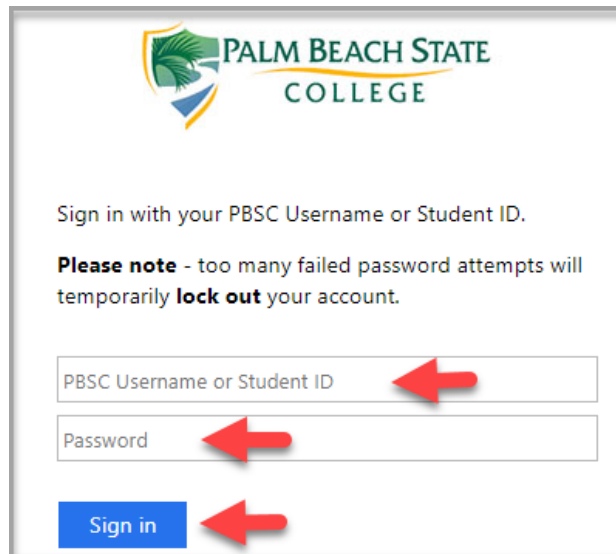
## Step 2:

Enter your **my.palmbeachstate.edu** email address in the sign-in field and select **Next**.



### Step 3:

Enter your **my.palmbeachstate.edu** email address and password and click **Sign in**.

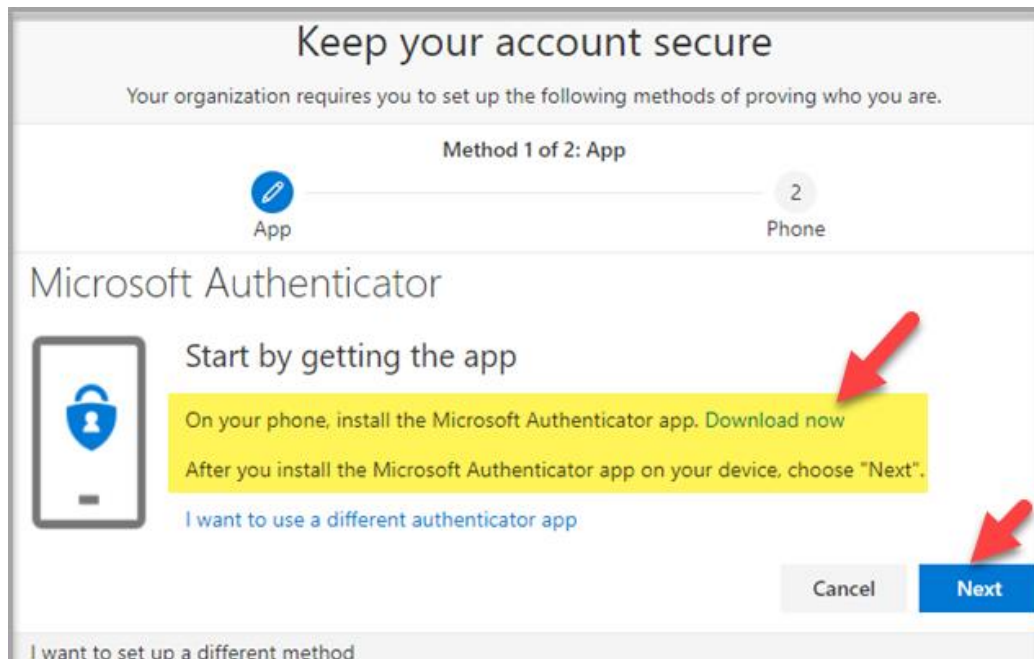


The image shows the login page for Palm Beach State College. At the top left is the college's logo, which features a palm tree and a sun. To the right of the logo, the text "PALM BEACH STATE COLLEGE" is displayed in a serif font. Below the logo and name, the text "Sign in with your PBSC Username or Student ID." is centered. Underneath this, a "Please note" section states: "Please note - too many failed password attempts will temporarily lock out your account." There are two input fields: the first is labeled "PBSC Username or Student ID" and the second is labeled "Password". A blue "Sign in" button is located below the password field. Three red arrows point to the input fields and the "Sign in" button.

Please select **Next** on the “more information required” page

### Step 4:

You will need to download the “**Microsoft Authenticator**” app on your mobile device. Click on **Download Now** to download this application. After you install this application, click **Next** to continue.



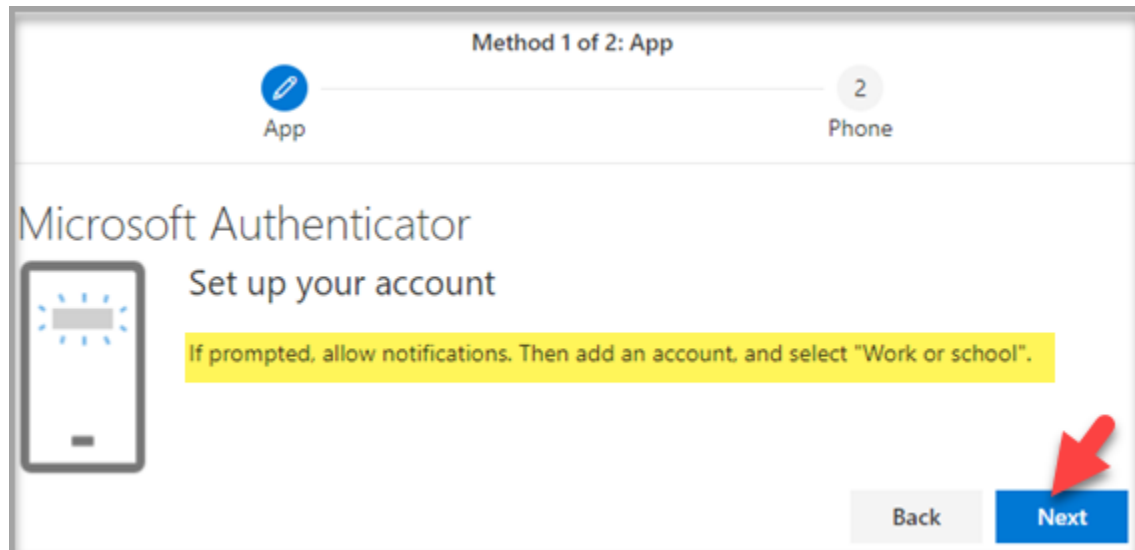
The image shows the Microsoft Authenticator setup screen. At the top, the heading "Keep your account secure" is centered. Below it, the text "Your organization requires you to set up the following methods of proving who you are." is displayed. A progress indicator shows "Method 1 of 2: App" with a blue circle containing a pencil icon and the word "App" below it. To the right, a circle containing the number "2" is above the word "Phone". The main heading "Microsoft Authenticator" is centered. Below it, the text "Start by getting the app" is displayed. A yellow highlighted box contains the text: "On your phone, install the Microsoft Authenticator app. Download now". Below this, the text "After you install the Microsoft Authenticator app on your device, choose 'Next'." is displayed. A link "I want to use a different authenticator app" is shown in blue. At the bottom right, there are two buttons: "Cancel" and "Next". A red arrow points to the "Download now" link, and another red arrow points to the "Next" button. At the bottom left, there is a link "I want to set up a different method".



## Step 5:

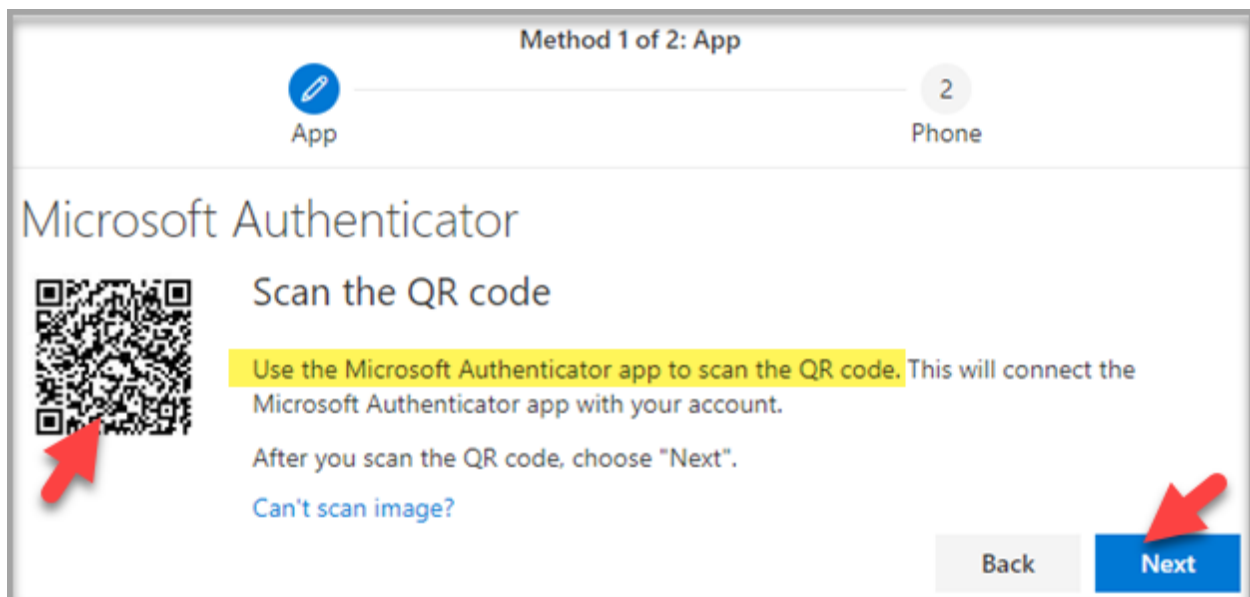
Select the option to add an account and select “Work or school”

Select **Next**.



## Step 6:

Use the QR code scanner on the mobile app to scan the provided QR code and select **Next**.

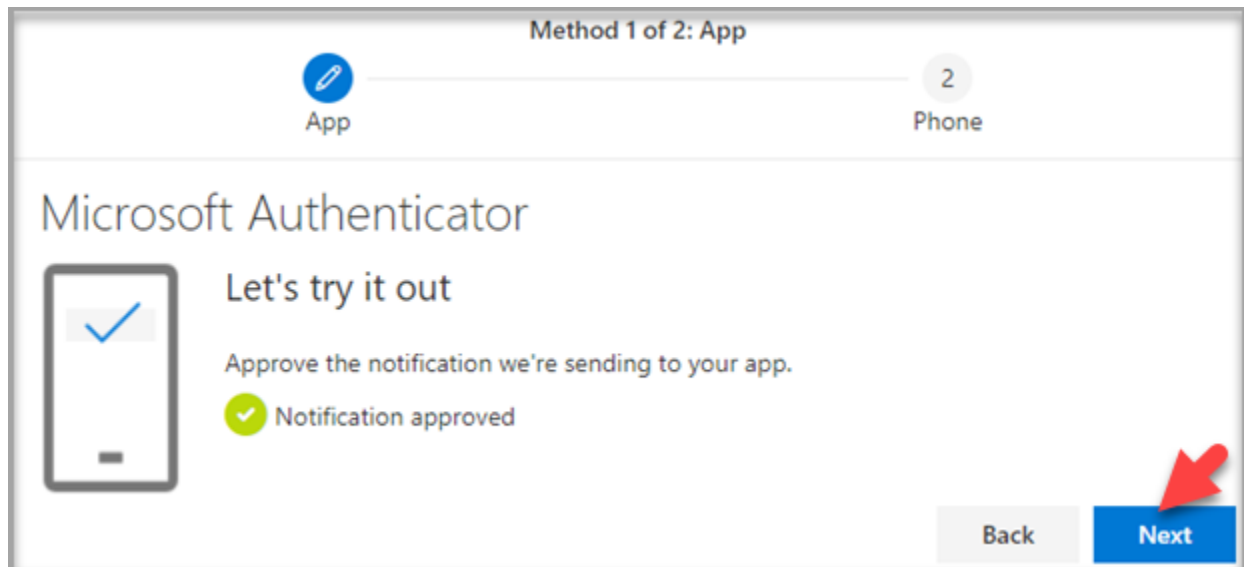


## Step 7:

Choose the option to approve the request via the Microsoft Authenticator app or enter the six digit code provide by the app.

Once you approve, you will see the “Notification approved” message below

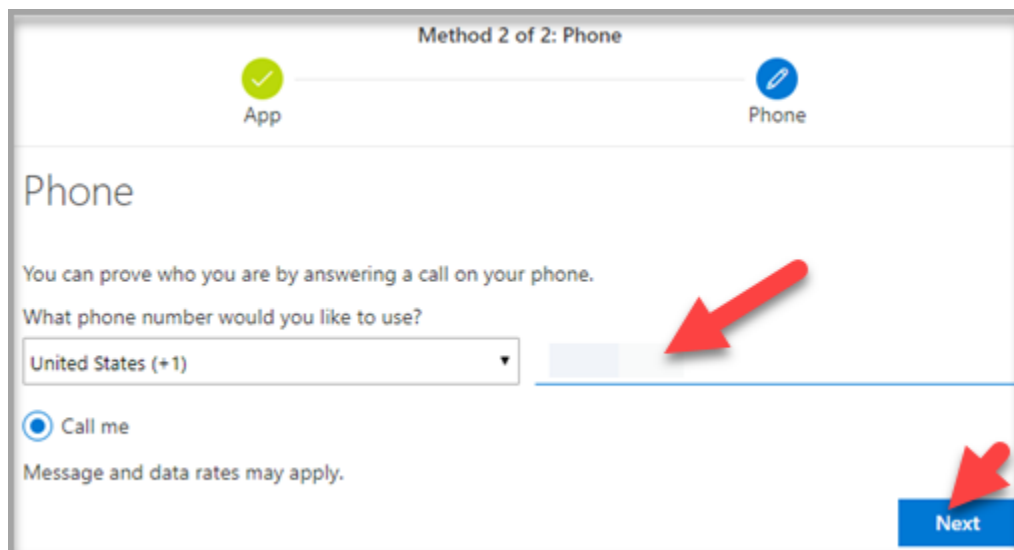
Select **Next**.



The screenshot shows the 'Method 1 of 2: App' screen. At the top, there is a progress bar with 'App' selected and 'Phone' as the next step. The main heading is 'Microsoft Authenticator'. Below it, there is a smartphone icon with a checkmark and the text 'Let's try it out'. The instructions say 'Approve the notification we're sending to your app.' and a green checkmark indicates 'Notification approved'. At the bottom right, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

## Step 8:

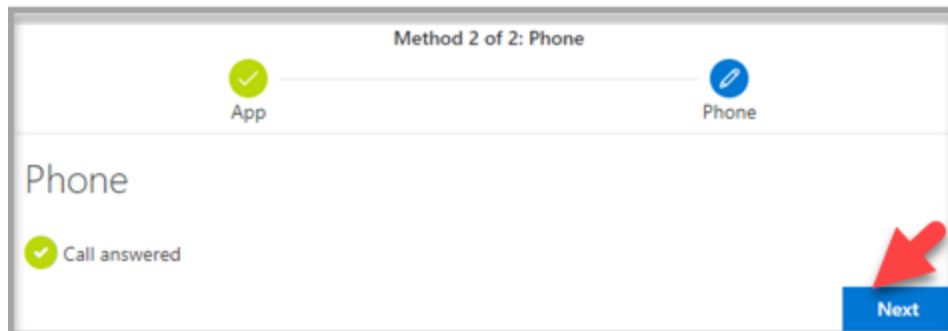
Enter your phone number in the blank field and select **Next** to complete verification by phone call.



The screenshot shows the 'Method 2 of 2: Phone' screen. At the top, there is a progress bar with 'App' as the previous step and 'Phone' selected. The main heading is 'Phone'. The instructions say 'You can prove who you are by answering a call on your phone.' and 'What phone number would you like to use?'. There is a dropdown menu for 'United States (+1)' and a text input field with a red arrow pointing to it. Below the input field, there is a radio button for 'Call me' and the text 'Message and data rates may apply.' At the bottom right, there is a 'Next' button with a red arrow pointing to it.

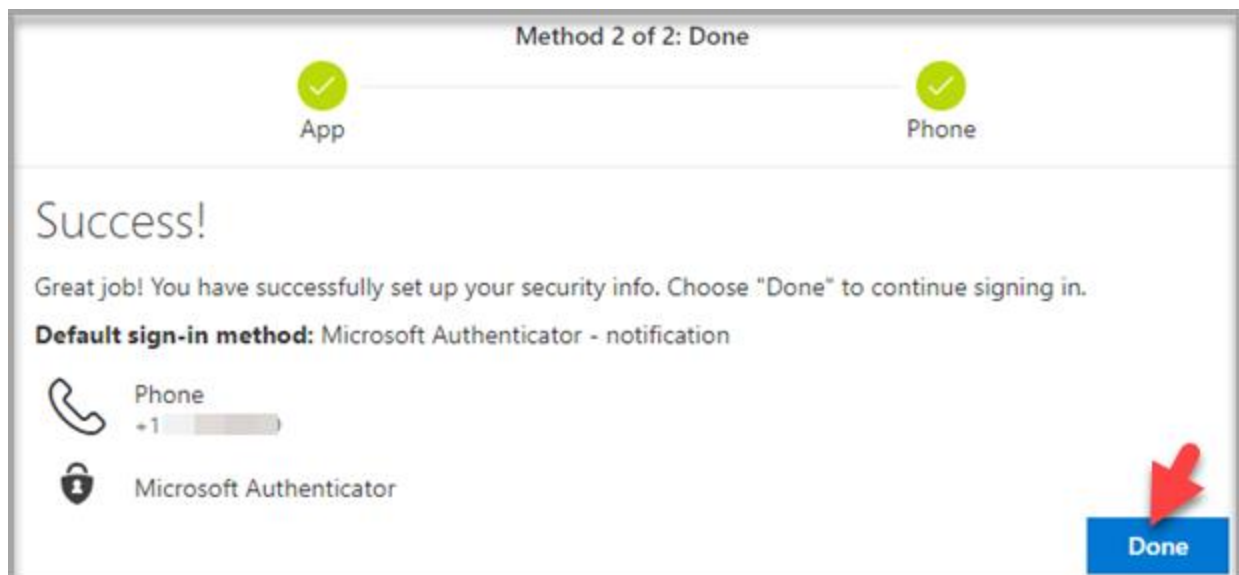
## Step 9:

Call answered notification will appear once call is answered. Select **Next**.



## Step 10:

After second verification method is completed, select **Done**.



**Need assistance?** Please reach out to the Palm Beach State College – Service Desk via Live Chat at <https://help.palmbeachstate.edu> or 561-868-4000.