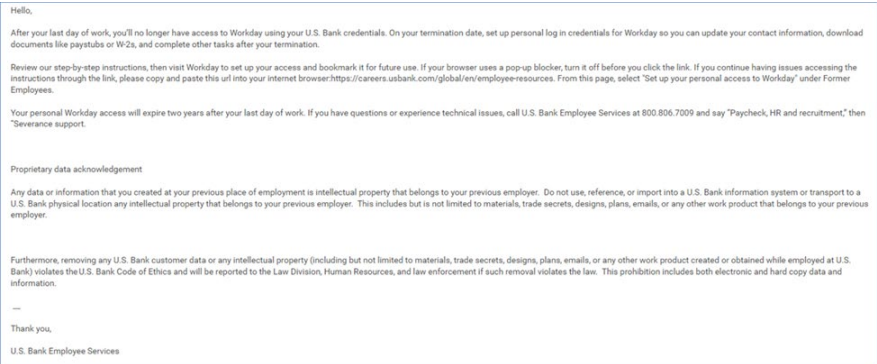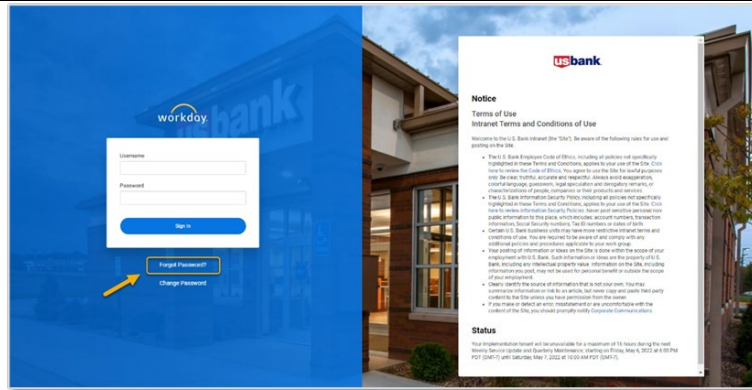# Set up your personal access to Workday

Overview

After your last day of work, you'll no longer have access to Workday using your U.S. Bank credentials. On your termination date, follow the instructions below to set up personal log in credentials for Workday so you can update your contact information, download documents like paystubs or W-2s, and complete other tasks after your termination.
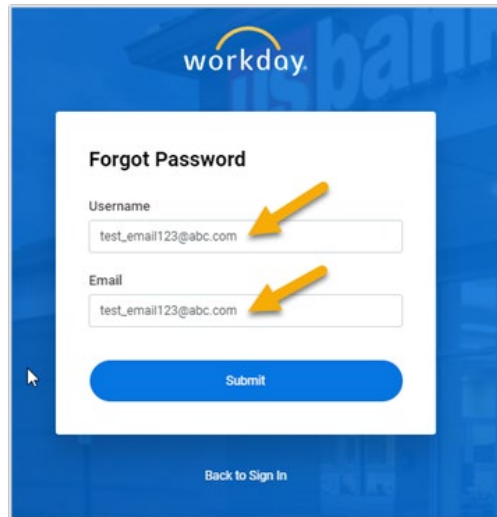
Details

Process

Workday action	Corresponding Workday image
1. You'll receive an email from Workday to the personal email address we have on file for you with instructions to set up your access. For optimal experience, you should provide a personal email address with a Gmail.com, Yahoo.com or Outlook.com domain. Other domains (e.g., MSN.com, Hotmail.com, iCloud.com or personal domains) may experience technical difficulties. Note: If you do not have the Workday email, click this **_link_*** to access Workday and continue to follow the instructions below. *Save the link to your favorites to easily access Workday in the future.*	Hello, After your last day of work, you'll no longer have access to Workday using your U.S. Bank credentials. On your termination date, set up personal log in credentials for Workday so you can update your contact information, download documents like paystubs or W-2s, and complete other tasks after your termination. Review our step-by-step instructions, then visit Workday to set up your access and bookmark it for future use. If your browser uses a pop-up blocker, turn it off before you click the link. If you continue having issues accessing the instructions through the link, please copy and paste this url into your internet browser:https://careers.usbank.com/global/en/employee-resources. From this page, select "Set up your personal access to Workday" under Former Employees. Your personal Workday access will expire two years after your last day of work. If you have questions or experience technical issues, call U.S. Bank Employee Services at 800.806.7009 and say "Paycheck, HR and recruitment," then "Severance support. Proprietary data acknowledgement Any data or information that you created at your previous place of employment is intellectual property that belongs to your previous employer. Do not use, reference, or import into a U.S. Bank information system or transport to a U.S. Bank physical location any intellectual property that belongs to your previous employer. This includes but is not limited to materials, trade secrets, designs, plans, emails, or any other work product that belongs to your previous employer. Furthermore, removing any U.S. Bank customer data or any intellectual property (including but not limited to materials, trade secrets, designs, plans, emails, or any other work product created or obtained while employed at U.S. Bank) violates the U.S. Bank Code of Ethics and will be reported to the Law Division, Human Resources, and law enforcement if such removal violates the law. This prohibition includes both electronic and hard copy data and information. --- Thank you, U.S. Bank Employee Services

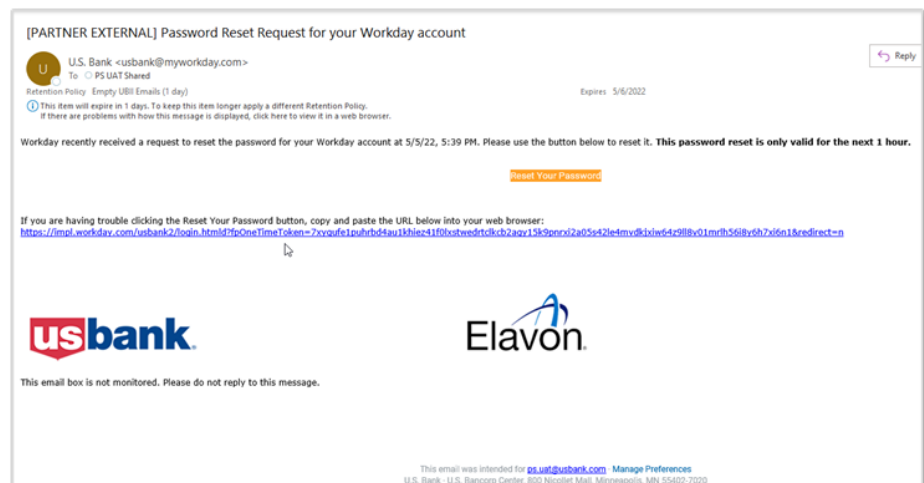|	
2. Click the link to open the U.S. Bank login page and click **Forgot Password**.	
3. Enter the personal email address we have on file for you in *BOTH* the **Username** and **Email** fields. These two fields must be an exact match. Click **Submit**.	
4. You'll receive an email with a link to reset your password. Once you click the link, you have three attempts to set your new password.	

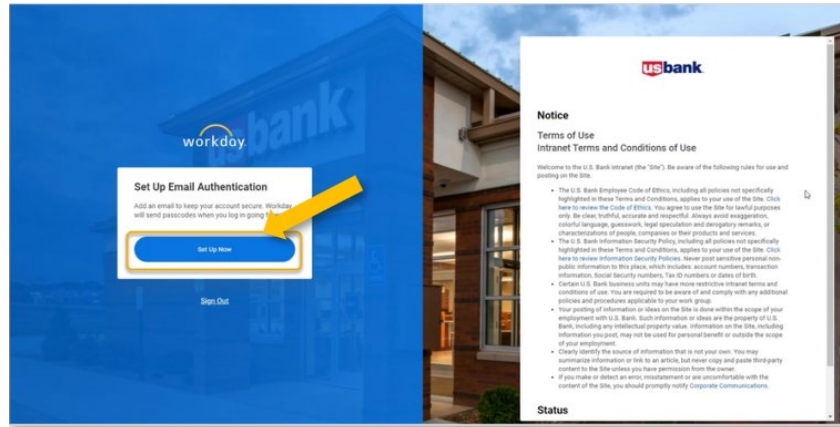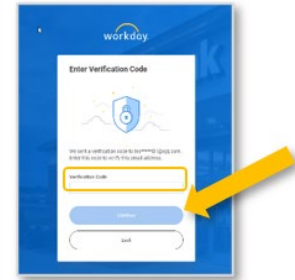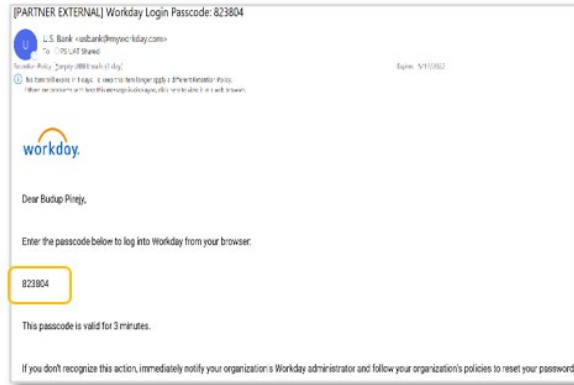|	

5. Create your new password, then click **Submit**.
 	
Passwords must be eight characters in length and contain:
    • alphabetic characters
    • a lowercase letter
    • a numeric digit
    • a special character	
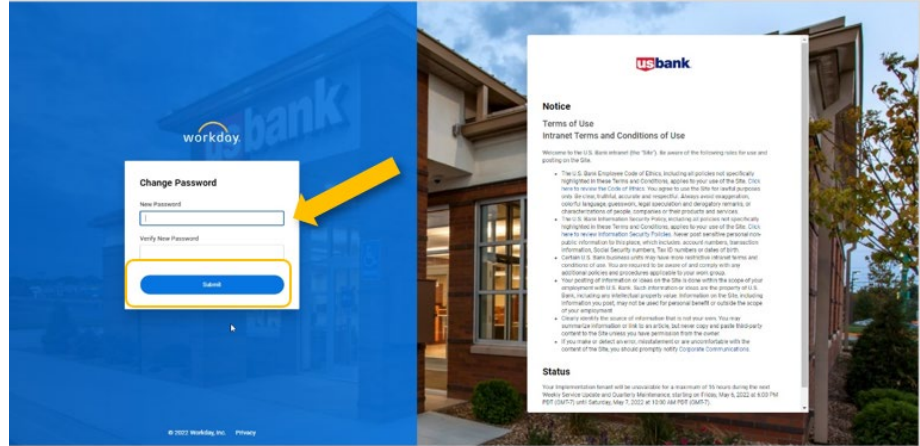
6. After you reset your password, you'll be prompted to set up multi-factor authentication. Click **Set up Now**.	
7. Select your personal email address from the drop-down, then click **Send to Email**.	
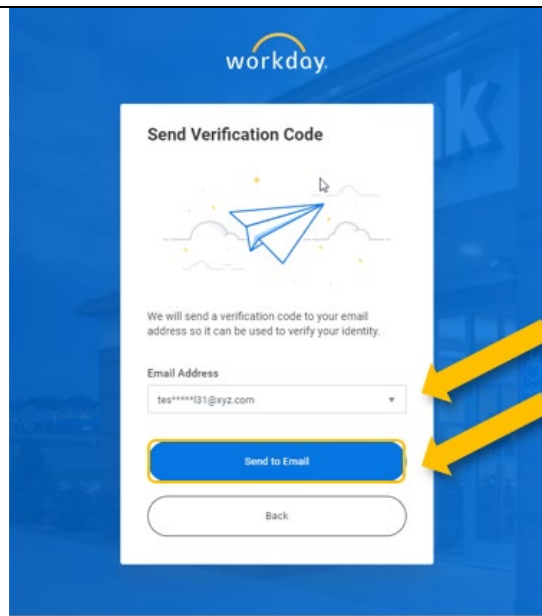
8. Check your personal email for the one-time verification code, then enter it in Workday and click **Submit**.	
9. You'll receive a confirmation and be redirected to your Workday homepage. Save it to your favorites to easily access Workday in the future. To protect your personal information, you'll complete multi-factor authentication each time you log in.	