

SuccessFactors: Onboarding Password

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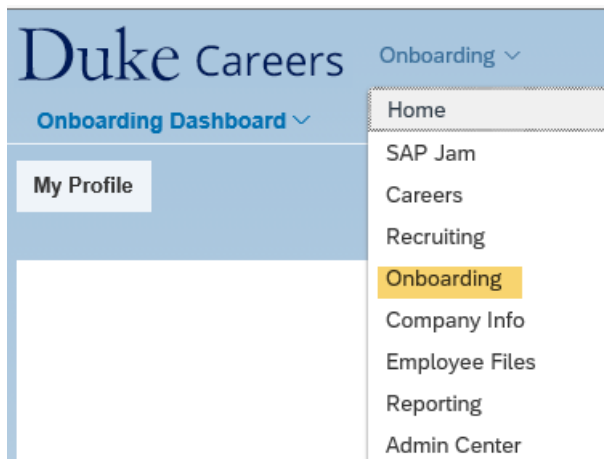
Setting up your Onboarding Password

Onboarding Coordinators should reset their password and save for future onboarding tasks that require e-signatures for documents such as section 2 of the I9 form.

Log into Duke@Work and navigate to the Candidate Selection tab and then Success Factors tab:



From the Success Factors Home menu, select Onboarding:



From the Onboarding Dashboard drop down menu, select My Profile:



The default password for the Onboarding tool is: [onboardingPW77](#)

Check the box to Change password and create a password that meets the criteria in red

Retype the password and keep in safe place as you will need this password to electronically sign documents such as section 2 of I9 form

Setup your security questions and then click on Update

A screenshot of the user profile update form. On the left, there are fields for "First Name", "Middle Name", "Last Name", "Email", and "Title" (with the value "CORPORATE REPRESENTATIVE"). Below these are "Delegate" and "Delegate Type" (with the value "Permanent"). On the right, there are sections for "Change Password" and "Change Security Questions". The "Change Password" section includes a "Current Password" field, a "Change Password" checkbox, "New Password" and "Retype New Password" fields, and a red warning message: "To provide safety you should enter your current password each time you change your profile." and "The password must be between 8 and 60 characters and satisfy 3 of these conditions: Include One Uppercase Letter, Include One Lowercase Letter, Include One Number, Include One Symbol, Not Allow Three or More Same Characters, Not Allow Three or More Consecutive Characters." The "Change Security Questions" section includes a "Change Security Questions" checkbox, "Security Question 1" (with value "Your Father's First Name") and "Security Answer 1" (with value "*****"), "Security Question 2" (with value "Mother's Maiden Name") and "Security Answer 2" (with value "*****"). At the bottom center is a blue "Update" button.

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After clicking Update, a message will appear indicating you have successfully updated your profile

Update

The profile has been updated successfully.