# SuccessFactors: Onboarding Password

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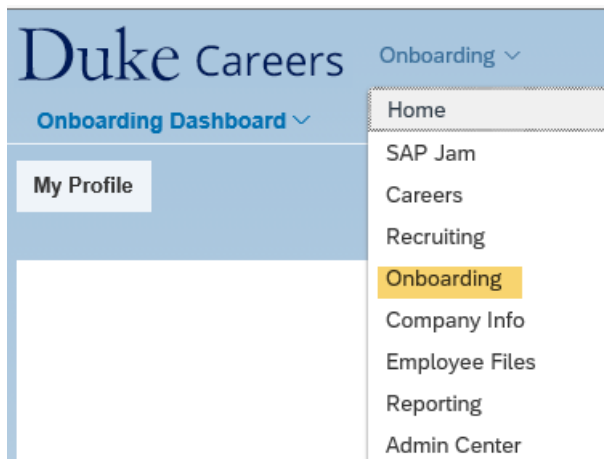
From the Onboarding Dashboard drop down menu, select My Profile:

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

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

The profile has been updated successfully.