

AAMC SUPPLIER PORTAL PASSWORD RESET

The process used to reset a supplier portal password.

Getting Started

1. **Begin from this URL:**
<https://wd5.myworkday.com/wday/authgwy/aamc/login.htmlId?redirect=n>
2. **How to log in to the supplier portal:**
 - a. Visit the URL above.
 - b. In the username, put the email address that was provided to AAMC.
 - c. Add your password if you remember it.
 - d. Then click the sign-in button and you will be taken to the home page of the Portal.

3. **If you forget or don't remember your Password:**

- a. Provide the Username, which is your email address, scroll down, and click on the forgot password link, as shown below.

workday.

Username

J.Johnson3@Johnsonenterprise.com

Password

Sign In

Forgot Password?

Change Password

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- b. Once you have selected "Forgot Password," the screen below appears and requires your username again and the email which is the same. Once all required information is entered, please click "submit."

workday.

Forgot Password

Username

brian.lamont@deltathink.com

Email

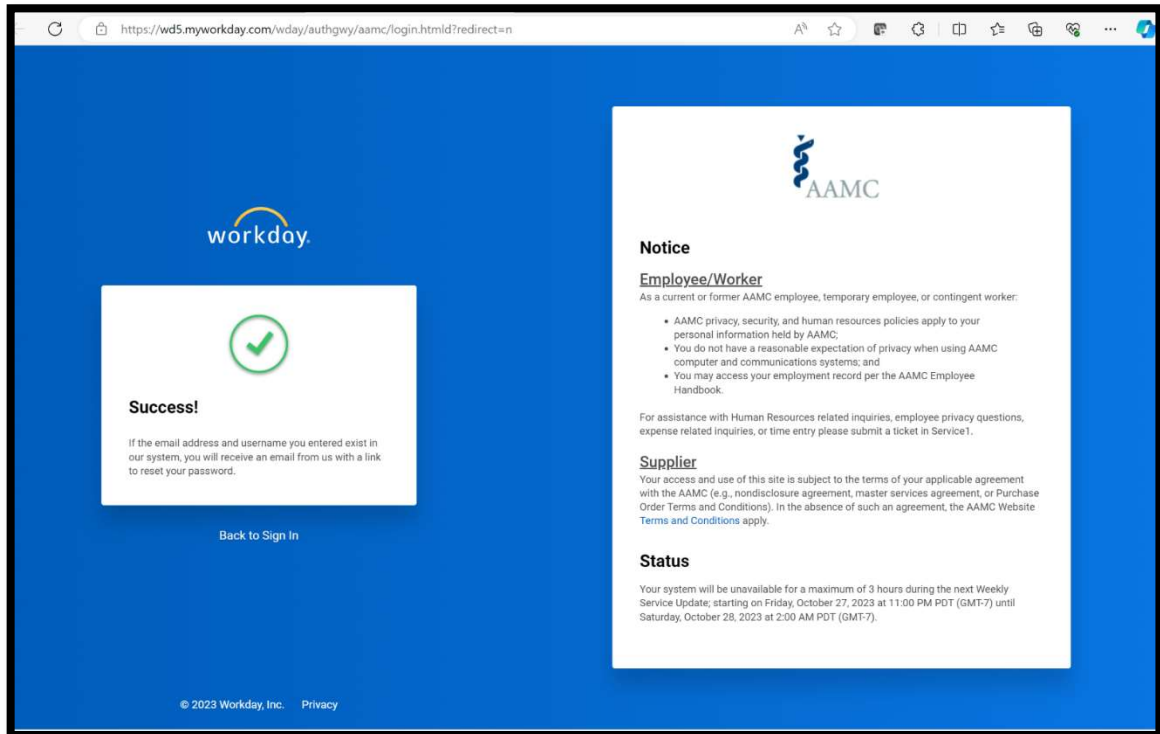
brian.lamont@deltathink.com

Submit

Back to Sign In

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- c. The screen below is what appears once you have submitted the information to Workday to reset, your password. An email will be sent almost immediately. If you don't receive it right away, check your spam folder.



- d. Below is a sample email of what is sent and is sent from aamc@myworkday.com. You must click on the "Reset Your Password" link.



- e. The window will appear asking for you to provide your new password and then for you to enter it again to confirm that your password matches. At this point, you will receive instructions to go back to the login screen and you can log in using your new password.