



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.htmld?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.

workday.	Š AAMC
	Notice Employee/Worker
Username Jubinsonenterprise.com	As a current of former AAMC employee, temporary employee, or contingent worker: • AAMC privacy, security, and human resources policies apply to your personal information the dr pAAMC. • You do not have a reasonable expectation of privacy when using AAMC computer and communication aysterior and the AAMC Employee Handbook.
Sign In	For assistance with Human Resources related inquiries, employee privacy questions, expense related inquiries, or time entry please submit a ticket in Service1.
Forgot Password? Change Password	Supplier Your access and use of this site is subject to the terms of your applicable agreement with the AAMC (e.g., nondisciosure agreement, master services agreement, or Purchase Oriert Terms and Conditions, in the absence of such an agreement, the AAMC Website Terms and Conditions apply.
	Status
	Your system will be unavailable for a maximum of 3 hours during the next Weekly Service Update, starting on Friday, October 13, 2023 at 11:00 PM PDT (GMT-7) until Saturdey, October 14, 2023 at 2:00 AM PDT (GMT-7).
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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.	Š AAMC
Usermame Jubinson3@Jubinsroienirerprise.com Password [Sign in Forgot Password? Change Password	 Employee/Worker As current of former AAMC employee, temporary employee, or contingent worker: a. Ano, to privacy, security, and human resources policies apply to your consultation heid by AAMC. a. You on thave a reasonable expectation of privacy when using AAMC computer and communications systems: and a. You apply a communication systems: and b. You apply a communication system of privacy when using AAMC anaboxe. The assistance with Human Resources related inquiries, employee privacy questions, expense related inquiries, or time entry please submit a ticket in Service1. Sour appear and on this table is subject to the terms of your applicable agreement, which was AAWC Website Terms and Conditions), in the absence of such an agreement, the AAMC Website Terms and Conditions.
© 2023 Workday, Inc. Privacy	Status Your system will be unavailable for a maximum of 3 hours during the next Weekly Service Update, starting on Filday October 13, 2023 at 11:00 PM PDT (GMT-7) until Saturday, October 14, 2023 at 2:00 AM PDT (GMT-7).

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."

Example Section 2 Section		
Forgot Password As a current or former AAMC employee, temporary employ Username • AAMC privacy, security, and human resources polic personal information held by AAMC; brian.lamont@deltathink.com • You do not have a reasonable expectation of privacy. • You may access your employment record per the A Handbook. Email For assistance with Human Resources related inquiries, ere expenses related inquiries, or time entry please submit a tio Submit. Submit. • Your access and use of this site is subject to the terms of vith the AAMC (e.g., nondiaclosure agreement, master are roler Terms and conditions), in the absence of such an ap		
	icles apply to your acy when using AAMC AAMC Employee employee privacy questions, icket in Service 1. f your applicable agreement ervices agreement, or Purchase	
Back to Sign In Status Your system vill be unavailable for a maximum of 3 hours Service Update, starting on Friday, October 27, 2023 at 11 Saturday, October 28, 2023 at 2:00 AM POT (GMT-7). © 2023 Workday, Inc. Privacy		

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 <a>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.