

Workday Student Account Setup

Welcome to Palm Beach State College!

At Palm Beach State College, we value the security of your information. This guide will walk you through two of the processes we have set up for you to assist in keeping your information safe.

Please follow the steps in each of the below sections:

- [Workday Student Account Password Setup](#)
- [Workday Student Account Log in Instructions](#)

Once you have completed these two processes successfully, you should not need to do them again and can simply log into your Workday Student account.

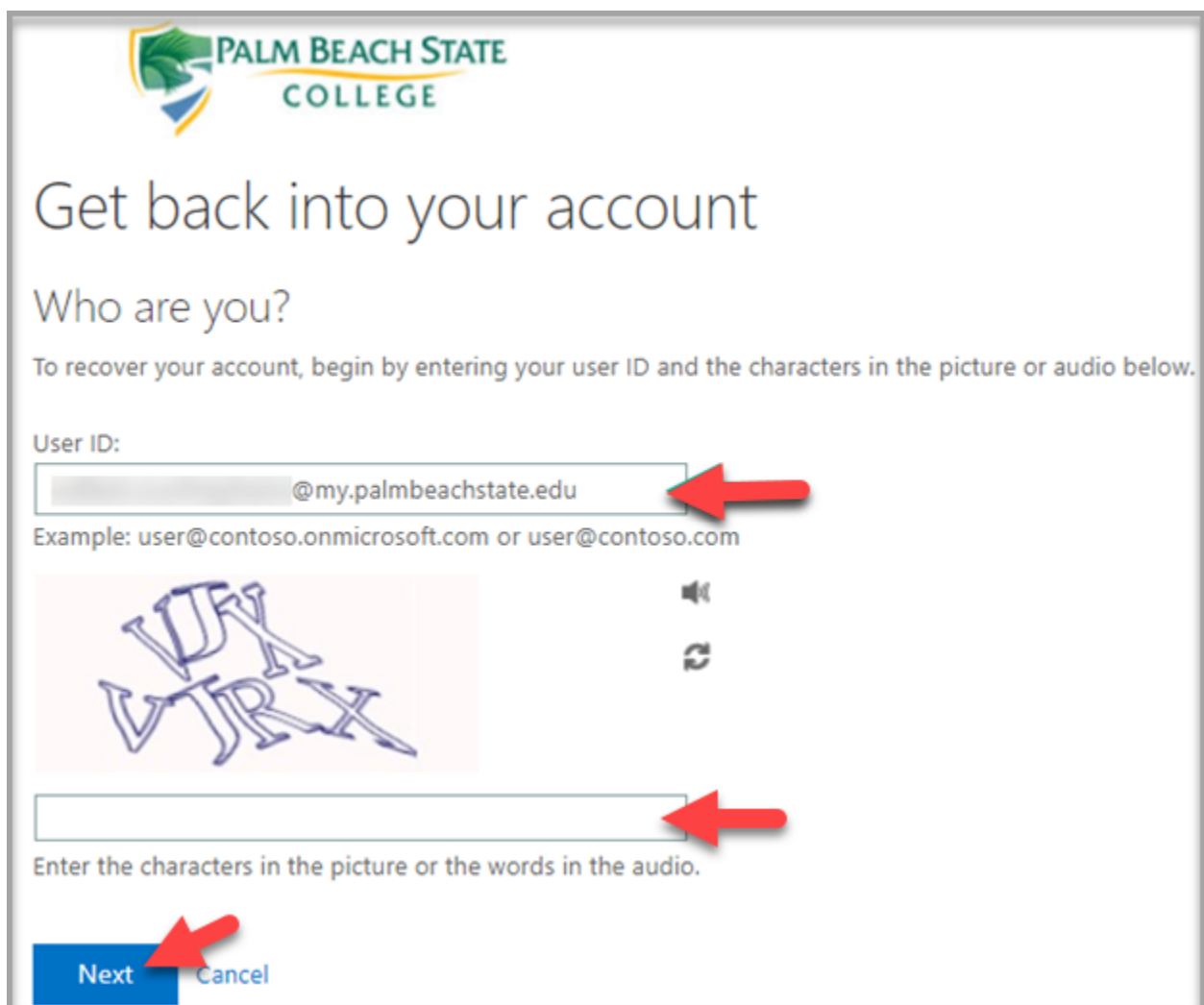
If at any time during these two processes you need additional assistance, please reach out to the Palm Beach State College – Service Desk at <https://help.palmbeachstate.edu> or 561-868-4000.

Workday Student Account Password Setup

Step 1:

Navigate to the [Student Account Password Setup](#) webpage. Enter your **my.palmbeachstate.edu** email address in the **User ID** and enter the captcha code in the 2nd field.

Then, click **Next** to proceed.



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Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next Cancel

Step 2:

Select "**Email my alternate email**" and click the **Email** button to receive verification code in your email inbox used for your admissions application.

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

☒ Email my alternate email

☐ Text my mobile phone

☐ Call my mobile phone

You will receive an email containing a verification code at your alternate email address (*****@gmail.com).

Email

Step 3:

Access your Microsoft verification email received from **msonlineserviceteam@microsoftonline.com** with verification code to enter on the Microsoft online password reset site.


Verify your email address

Thanks for verifying your [redacted]@my.palmbeachstate.edu account!

Your code is: 5[redacted]

Sincerely,
Palm Beach State College

This message was sent from an unmonitored email address.
Please do not reply to this message.

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Step 4:

Enter your verification code and select **Next**.

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

☒ Email my alternate email

☐ Text my mobile phone

☐ Call my mobile phone

We've sent an email message containing a verification code to your inbox.

Enter your verification code

Next

[Are you having a problem?](#)

Step 5:

Choose an option to text or call to receive text or phone call with verification code by entering your phone number in the provided field.

verification step 1 ✓ > verification step 2 > choose a new password

Please choose the second contact method we should use for verification:

☒ Text my mobile phone

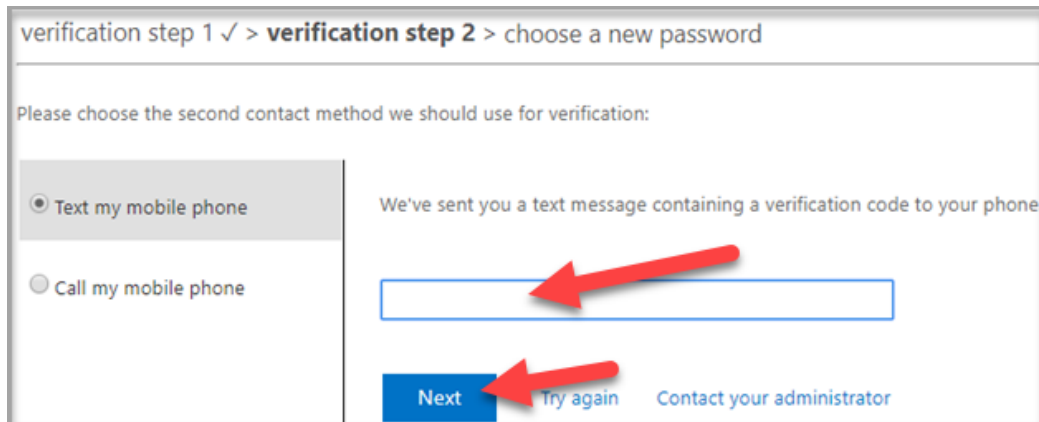
☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****) below. You will then receive a text message with a verification code which can be used to reset your password.

Text

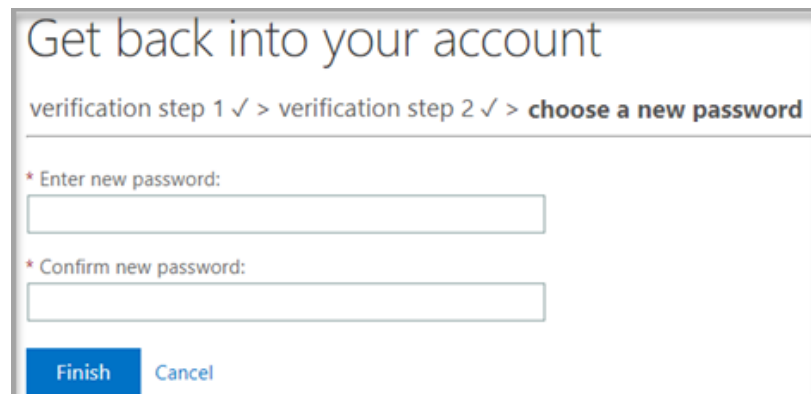
Step 6:

Enter verification code and select **Next**.



Step 7:

Create a password to use for your Workday Student account and click **Finish** to submit.



PBSC Password Requirements

Passwords are case-sensitive and must adhere to the following rules:

The password must not contain your first or last name.

The password must be between 8 to 15 characters.

The password must contain (3 of 4) of the following:

1. At least 1 lowercase character.
2. At least 1 UPPERCASE character.
3. At least 1 number.
4. At least 1 special character:

(!#\$%*+,-./:;<=>?@[\\]^_`{|}~")

Step 8:

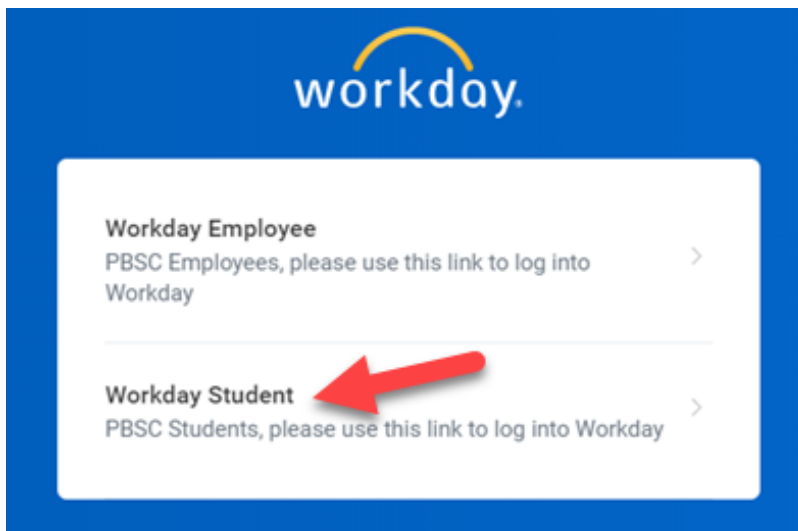
Password setup is complete, please proceed to Workday Student Account log-in instructions.



Workday Student Account Log in Instructions

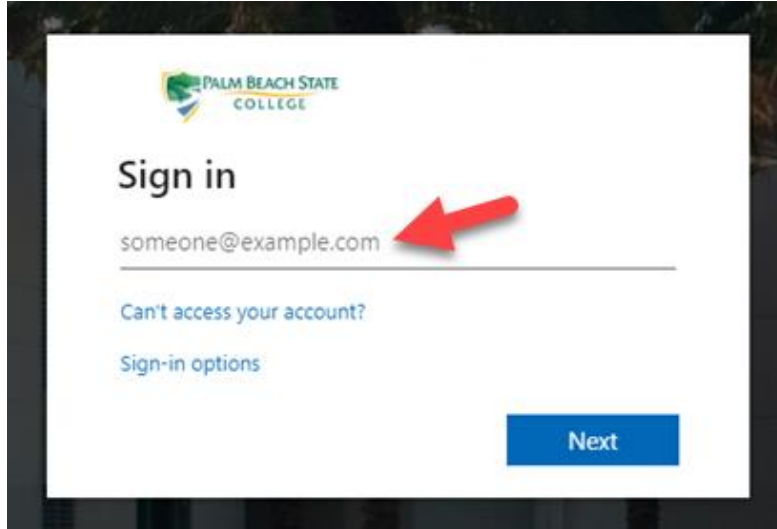
Step 1:

Navigate to the [Palm Beach State College - Workday Student log-in](#). Then, click **Workday Student** to log-in as a student.



Step 2:

Enter your **my.palmbeachstate.edu** email address in the sign-in field and select **Next**.



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Sign in

someone@example.com

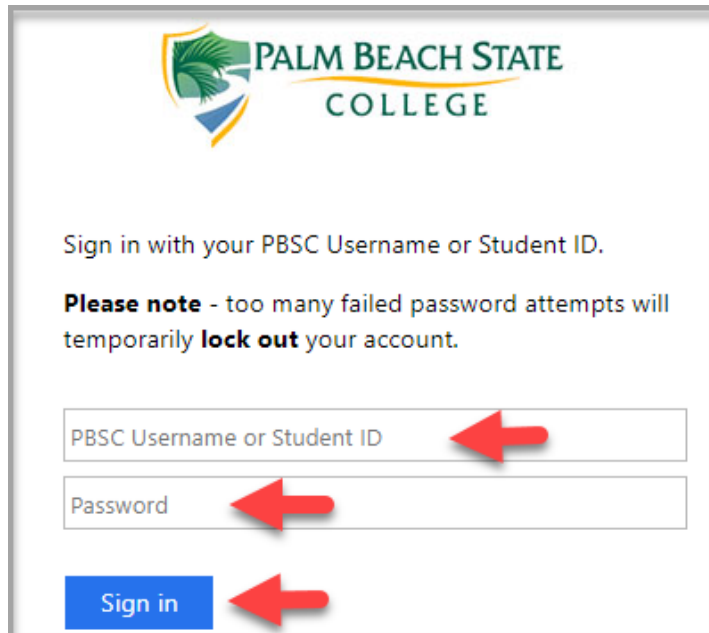
[Can't access your account?](#)

[Sign-in options](#)

Next

Step 3:

Enter your **my.palmbeachstate.edu** email address and password and click **Sign in**. Then, select **Next** on the "more information required" page.



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Sign in with your PBSC Username or Student ID.

Please note - too many failed password attempts will temporarily **lock out** your account.

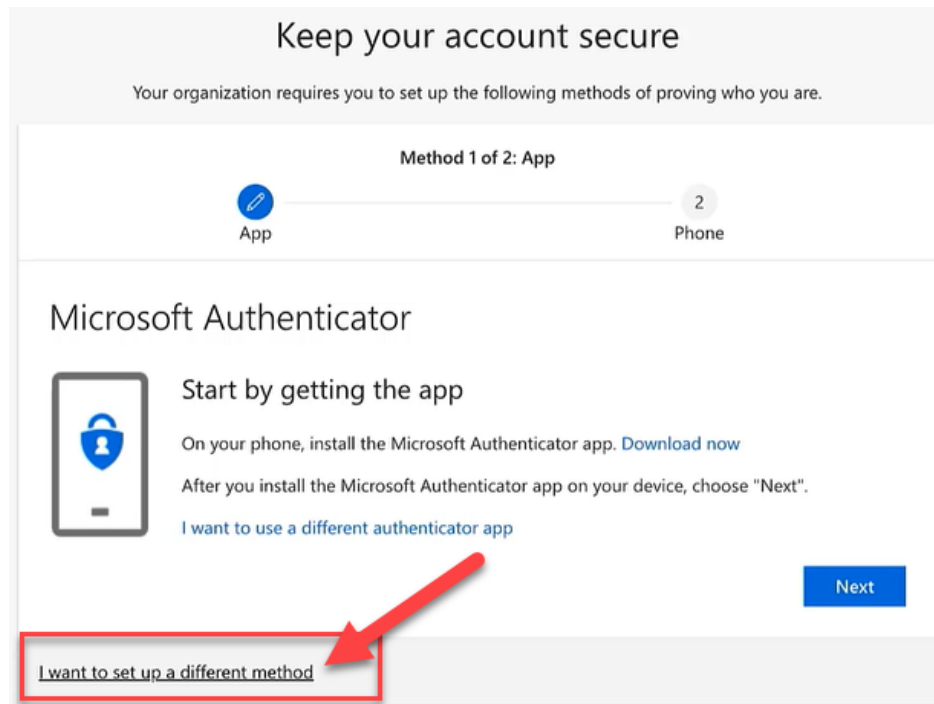
PBSC Username or Student ID

Password

Sign in

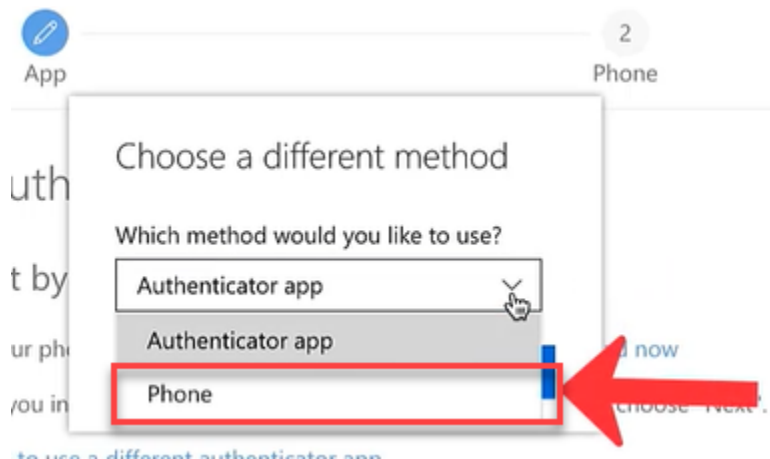
Step 4:

On the bottom left of the screen, click on **"I want to set up a different method"**.



Step 5:

Click on the dropdown menu and select **Phone**. Then click **Confirm** to continue.



Step 6:

Enter your **phone number** in the field and then click **Next** to have the system call you.

The screenshot shows a setup screen titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." Below this is a progress indicator for "Method 1 of 2: Phone", showing "Phone" as the active step and "App" as step 2. The main heading is "Phone", followed by the instruction "You can prove who you are by answering a call on your phone." A red box highlights the input area where the user enters their phone number. It includes a dropdown menu currently set to "United States (+1)" and a text input field with the placeholder "Enter phone number". A red arrow points to this input field. Below the input area, the "Call me" option is selected with a radio button. A note states: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A red box highlights the blue "Next" button at the bottom right, with a red arrow pointing to it.

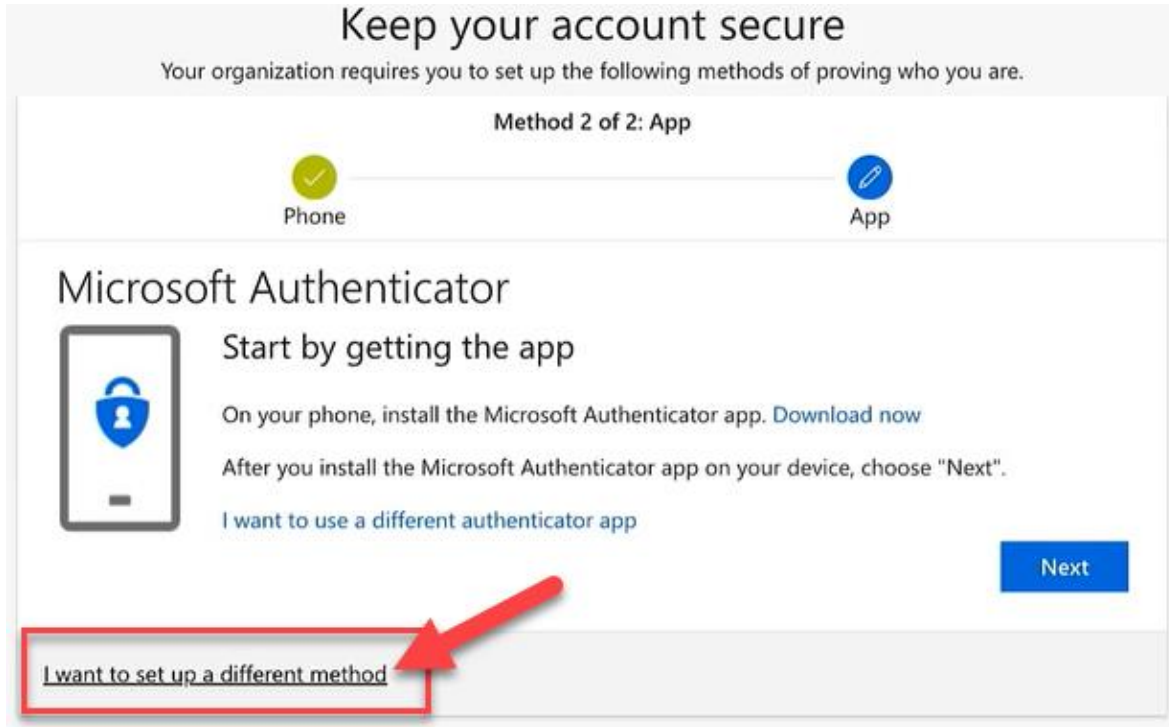
Step 7:

The system will now call the number you entered on the last screen. Answer the phone call and follow the directions provided to verify your access. Once this call has been successfully completed, your phone will be registered successfully, your screen will refresh to confirm this successful registration, and you can click **Next** to proceed to set up your second method of verification.

This screenshot shows the same "Phone" setup screen, but now with a green checkmark icon and the message "Call answered. Your phone was registered successfully." A red box highlights the blue "Next" button at the bottom right, with a red arrow pointing to it.

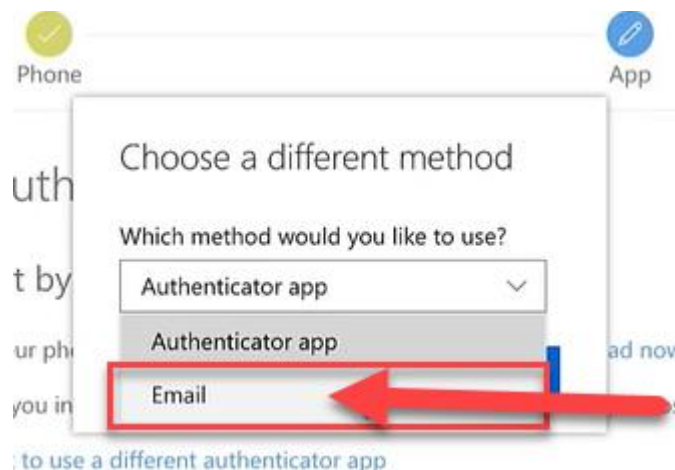
Step 8:

You will again click "**I want to set up a different method**" at the bottom, left of the box.



Step 9:

Click on the dropdown menu and select **Email**. Then click **Confirm** to continue.





Step 10:

In the field, enter an **email address** (such as your personal email address) that you can access to retrieve the verification code. Then, click **Next**.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.


Method 2 of 2: Email


Phone  Email 

Email

What email would you like to use?

@gmail.com





Next



Step 11:

The system will send you an email containing a verification code. Log in to the email you entered, retrieve the verification code received, and enter it into the "**Enter Code**" field. Then, click **Next**.

Keep your account secure


Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email


Phone  Email 

Email

We just sent a code to @gmail.com

Enter code 

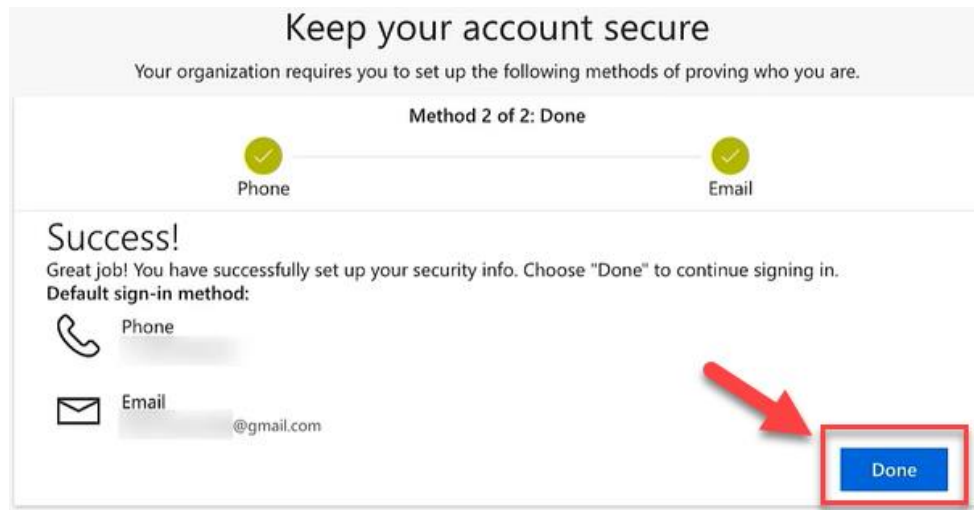
[Resend code](#)



Next

Step 12:

You have successfully set up your verification! Click **Done** to continue signing in.



Step 13:

You may now be asked if you would like to remain signed in on this device. Select **Yes** to reduce the number of times you will be prompted to sign in when using this device.



CONGRATULATIONS! With Two Factor Authentication set up, you can log into your Palm Beach State College accounts knowing that your information is secure.

- Download the [MyPBSC App](#) and access your college email today!
- Add the Authenticator App as an option for verification by following the [Add Authenticator App directions](#).

Need assistance? Please reach out to the Palm Beach State College – Service Desk at <https://help.palmbeachstate.edu> or 561-868-4000.