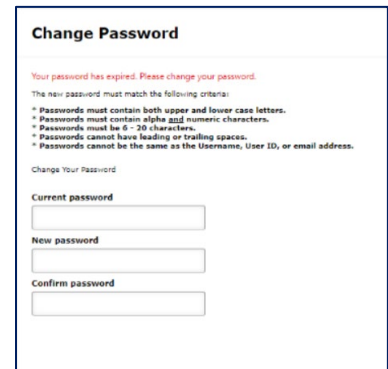


Logging in to DevelopU, Changing your Password, and Creating Security Questions

1. To access DevelopU, go to <https://northshore.csod.com/client/northshore/default.aspx> and log in:
 - a. Username: 7-digit Workday Employee ID.
Need help finding your 7-digit Employee ID? Click [here](#).
 - b. Password:
 - i. **Existing employees:** Your DevelopU username & password has changed with the Workday go-live! Click [here](#) for details > must be logged into the NorthShore network to access document.
 - ii. **New Employees:** You will be given a default password



2. If this is your first log in, you will be prompted to change your password:
 - a. Passwords must contain both upper and lower case letters
 - b. Passwords must contain alpha **and** numeric characters
 - c. Passwords must be 6-20 characters
 - d. Passwords cannot have leading or trailing spaces
 - e. Passwords cannot be the same as the Username, User ID, or email address



3. Log into DevelopU using new password.
4. You will then be prompted to create Security Questions, which are used if you forget your password in the future.

***NOTE:** When you create your Security Questions, they are case sensitive, so you must enter your answer EXACTLY as you typed it when you created it.

