

Logging in to Workday

1. To log in to Workday, click the Workday icon on your company computer.



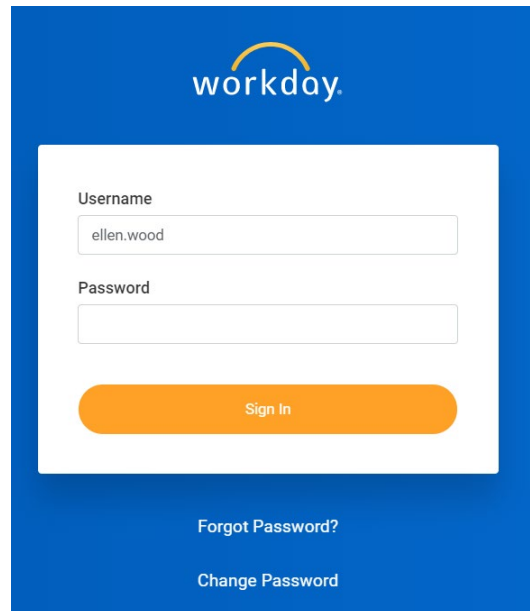
If you are not on a company computer, you can visit this address:

<https://www.myworkday.com/wday/authgwy/rhahealthservices/login.html>

2. First you will enter your username.

For most users this will be your first name, a period and your last name.

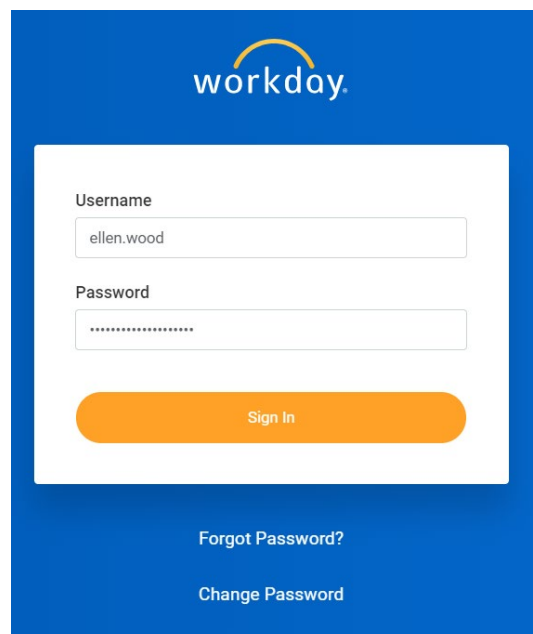
Some users may have other characters in their username. If this is the case for you, you'll be provided with your unique username.



The screenshot shows the Workday login interface. At the top, the Workday logo is displayed. Below it, there are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'ellen.wood'. Below the input fields is an orange 'Sign In' button. At the bottom of the page, there are two links: 'Forgot Password?' and 'Change Password'.

3. Next, you will enter your password.

The first time you log in, you will use a generic password. The format for the generic password will be provided to you.

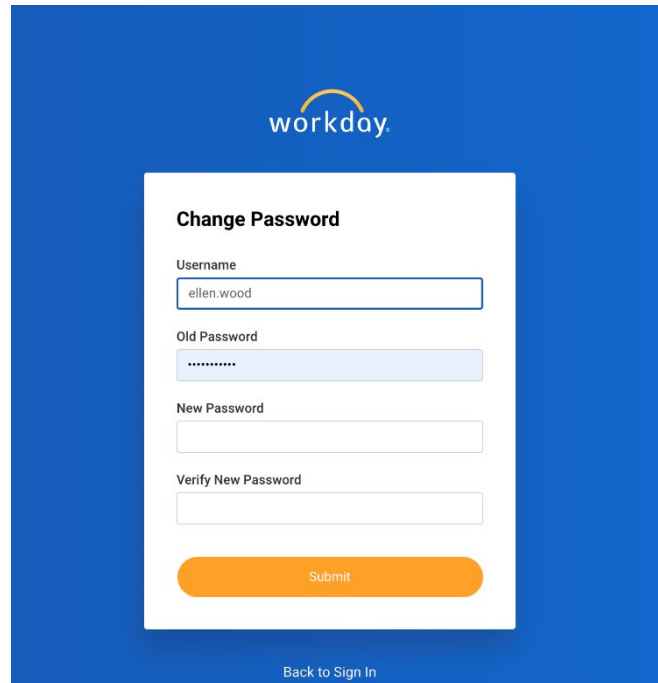


The screenshot shows the Workday login interface. At the top, the Workday logo is displayed. Below it, there are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'ellen.wood'. The 'Password' field contains a series of dots representing a generic password. Below the input fields is an orange 'Sign In' button. At the bottom of the page, there are two links: 'Forgot Password?' and 'Change Password'.

Logging in to Workday

4. After you log in with the generic password, you will be prompted to create a new password of your choosing. You will need to enter the generic password and then create a new one.

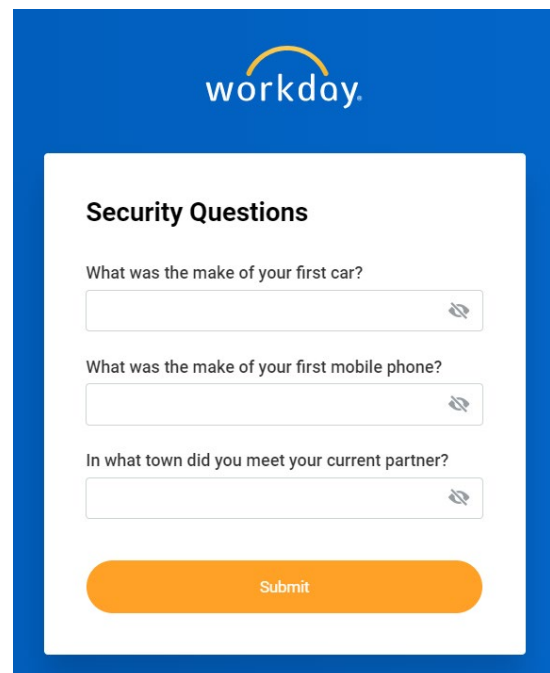
Please make sure to write down your password and save it in a safe place, or memorize your password.



The screenshot shows the 'Change Password' form on the Workday login page. The form is titled 'Change Password' and is set against a blue background with the Workday logo at the top. It contains the following fields: 'Username' (with the value 'ellen.wood'), 'Old Password' (masked with dots), 'New Password', and 'Verify New Password'. An orange 'Submit' button is at the bottom. A 'Back to Sign In' link is located at the bottom right of the page.

5. You will also be prompted to create answers to three challenge questions that can help you retrieve or reset your password if you forget it in the future.

Please make sure to write down your challenge question answers and save them in a safe place, or memorize them.



The screenshot shows the 'Security Questions' form on the Workday login page. The form is titled 'Security Questions' and is set against a blue background with the Workday logo at the top. It contains three text input fields with question prompts: 'What was the make of your first car?', 'What was the make of your first mobile phone?', and 'In what town did you meet your current partner?'. Each field has a small icon on the right side. An orange 'Submit' button is at the bottom.

REMEMBER: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email solutions@rhanet.org with the subject line Workday.