



QUICK START GUIDE #1

GETTING INTO WORKDAY:

1 Receive your Username and Password

Click the link to receive your username and temporary password instructions:

www.hr-1.net/workday-password-and-username

2 Scan QR code to get to Login Page or go through Link

Using your Google Chrome or Safari browser go to:

www.myworkday.com/wday/authgwy/hrone/login.html

OR

Scan the QR code to get to the Workday sign in page.



Organization ID: **hrone**

3 Login into Workday

Using your Username and Temporary password from the instructions, Login to your Workday Account

4 Change your password!

You will receive a notification prompting you to update your temporary password that you just received, please proceed to change it.

If you have any issues logging in to Workday please contact 586.467.0140 ext. 3606 for the help desk.



QUICK START GUIDE #2

SETTING UP MULTI-FACTOR AUTHENTICATION:

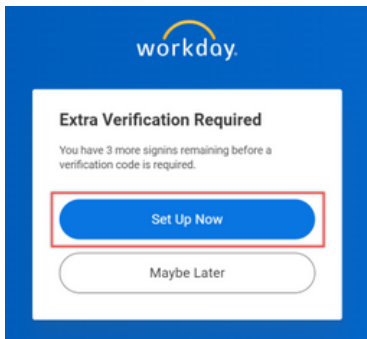
1 Download Authenticator app

Once you've created your new password, you will be required to add the Workday account to your Multi-Factor Authentication App.

Ex: Duo

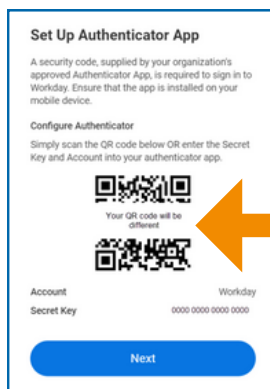


2 In Workday, click Set Up Now



3 Scan QR Code

To set up your authenticator app open the app on your phone and look for an option to "Add Account" and then select an option that says "Use QR code" or "Scan QR".



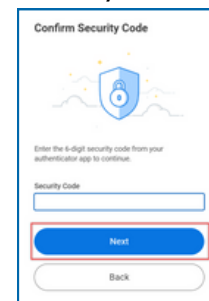
4 If you can't scan the QR Code, enter the secret key

You can enter the "secret Key" shown below the QR code into your Authenticator App. Then click Next.



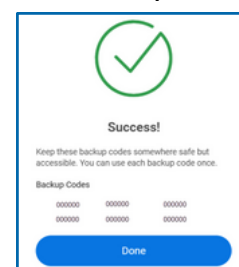
5 Confirm Security Code

The next screen from Workday will be called Confirm Security Code. You will need to enter the 6 digit code from your Authenticator App click Next.



6 Go to The Workday Information Website For More Help:

If entered correctly, you will be met with a success screen. Click Done and you'll now have access to Workday!



Whenever you log into Workday going forward you will need your phone and Authenticator App to confirm your identity when logging in. (Key Pob will not work)



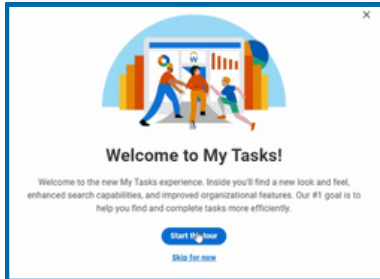


QUICK START GUIDE #3

NEXT STEPS AFTER GETTING INTO WORKDAY

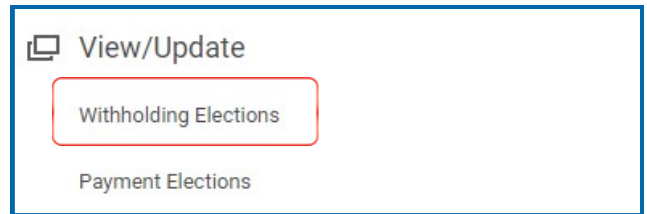
1 Take the Tour and Explore Workday

A “take a tour” notification will pop up on your Workday home page, we recommend that you take the guided tour and explore Workday.



4 Verify and View Withholdings Elections

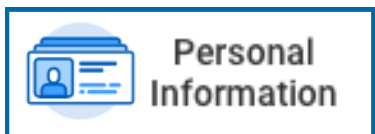
View your federal and state elections, by clicking the pay app and then selecting withholding elections. Make sure the information is entered correctly.



2 Verify Personal Information

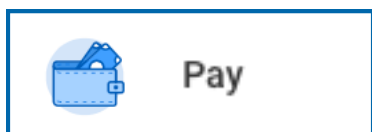
Select the personal information app and check that the following information is correct:

- Name
- Birthday
- Personal Email
- Phone Number
- Address



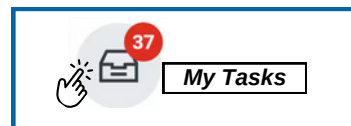
3 Verify Payment Elections

Select the pay app and verify that your bank account and direct deposit has been set up successfully. If your direct deposit is not set up, please enter that information now.



5 Regularly Check Your Inbox For Any Tasks

All Current Workday employees and managers, please review and complete all tasks in your inbox. Failure to do so may result in incomplete processes which could impact pay.



6 Go to The Workday Information Website For More Help:

Visit our Workday website for extra training materials:

- Training Videos
- Employee/Management Resources
- FAQ's
- Feedback

<https://www.hr-1.net/workday-information>

