

SOP Logging Into Workday



MAKING HEALTHCARE SAFER
SOINS DE SANTÉ PLUS SÉCURITAIRES

How to log onto the
Workday website and
mobile application



Password



Confirm Password



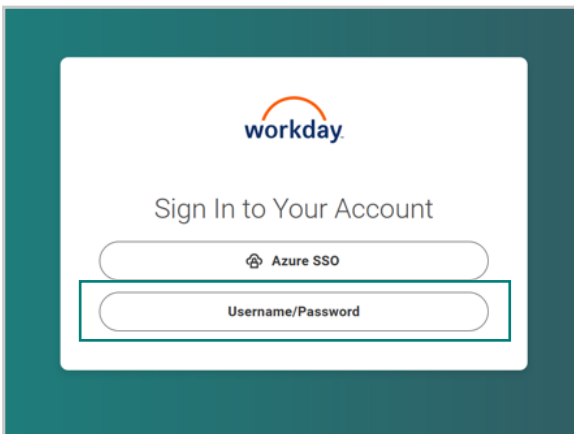
Change Password



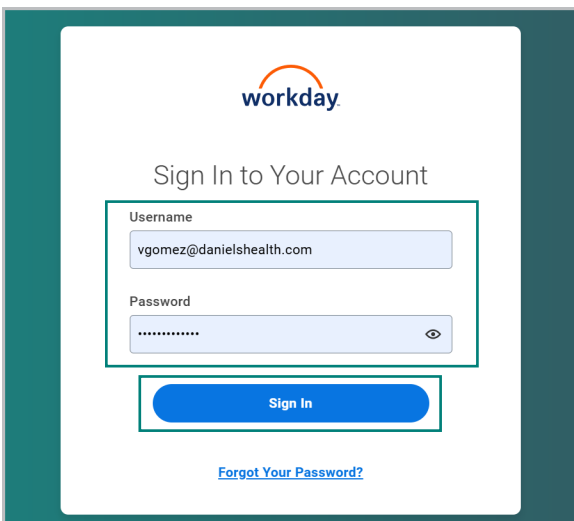
Logging into Website Using Desktop Computer

The following steps explain **how to log into the Workday Website on a desktop computer or laptop**. Following these steps will be a guide on how to download and log into the mobile app.

- 1 Open your **internet browser** (Chrome, Edge, or Safari).
 - a) In the address bar, enter: <https://wd108.myworkday.com/danielshealth/login.html>.
 - b) Select “**Username/Password**”.

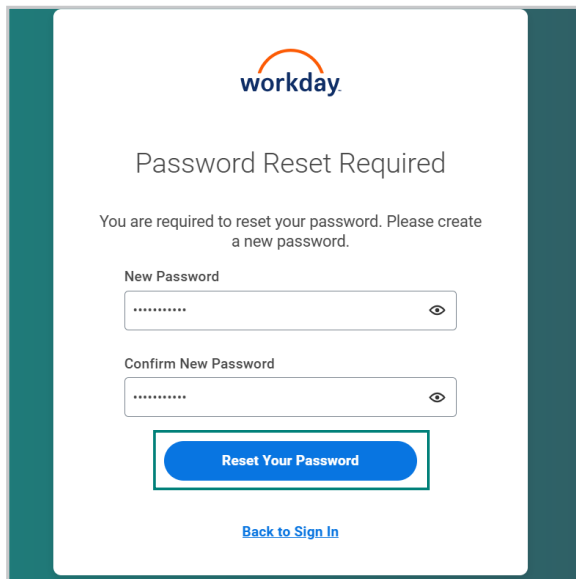


- 2 Enter the **Workday username and password** that was provided to you, then, click “**Sign In**” to access your Workday account.



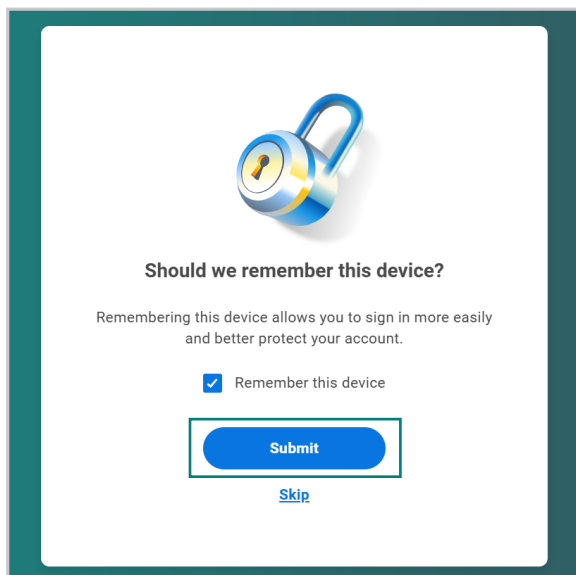
Logging into Website Using Desktop Computer

- 3 First time users may be prompted to **reset their password**. Create a new password that you will easily remember, then select **“Reset Your Password”** to save it.

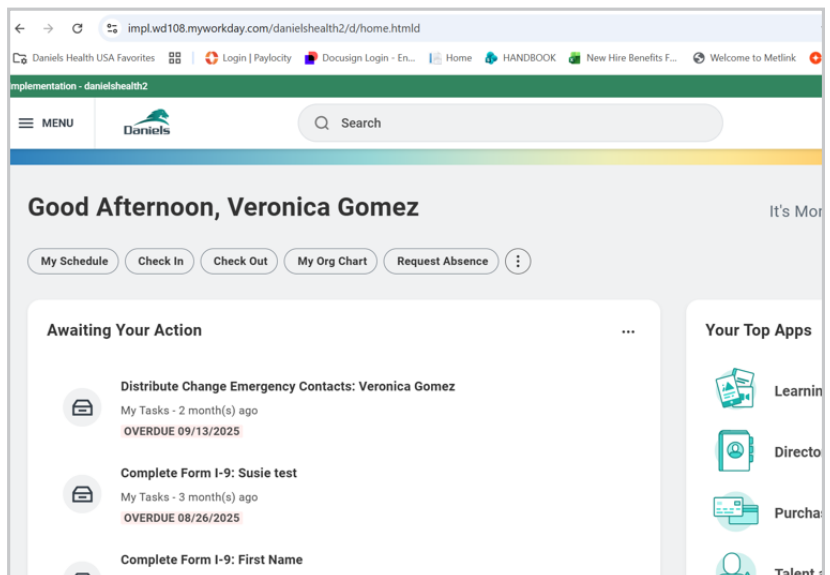


The screenshot shows the Workday 'Password Reset Required' page. At the top is the Workday logo. Below it, the heading 'Password Reset Required' is followed by the instruction: 'You are required to reset your password. Please create a new password.' There are two input fields: 'New Password' and 'Confirm New Password', both with masked characters and an eye icon to toggle visibility. A blue button labeled 'Reset Your Password' is positioned below the fields. At the bottom, there is a link that says 'Back to Sign In'.

- 4 You will be asked if you want Workday to remember this device. Check the box **“Remember this device”** and select **“Submit”**. **Congratulations!** You have successfully logged onto Workday.



The screenshot shows a confirmation screen with a large blue padlock icon. The heading is 'Should we remember this device?'. Below it, the text reads: 'Remembering this device allows you to sign in more easily and better protect your account.' There is a checkbox labeled 'Remember this device' which is checked. Below the checkbox is a blue button labeled 'Submit'. At the bottom, there is a link that says 'Skip'.



The screenshot shows the Workday home page for a user named Veronica Gomez. The browser address bar shows 'impl.wd108.myworkday.com/danielshealth2/d/home.html'. The page has a navigation bar with a 'MENU' button, the 'Daniels' logo, and a search bar. Below the navigation bar, the greeting 'Good Afternoon, Veronica Gomez' is displayed. There are several quick action buttons: 'My Schedule', 'Check In', 'Check Out', 'My Org Chart', and 'Request Absence'. The main content area is titled 'Awaiting Your Action' and lists three tasks: 'Distribute Change Emergency Contacts: Veronica Gomez' (overdue 09/13/2025), 'Complete Form I-9: Susie test' (overdue 08/26/2025), and 'Complete Form I-9: First Name'. On the right side, there is a section titled 'Your Top Apps' with icons for Learning, Directories, Purchasing, and Talent.

Downloading and Logging into Workday Application

The following steps explain how to download and login to the **Workday mobile application**.

- 1 Scan the appropriate code above for **Google Play Store or App Store**.
 - a) Select **“Get”** and **“Install”**, then **“Open”** to launch the Workday Mobile application.

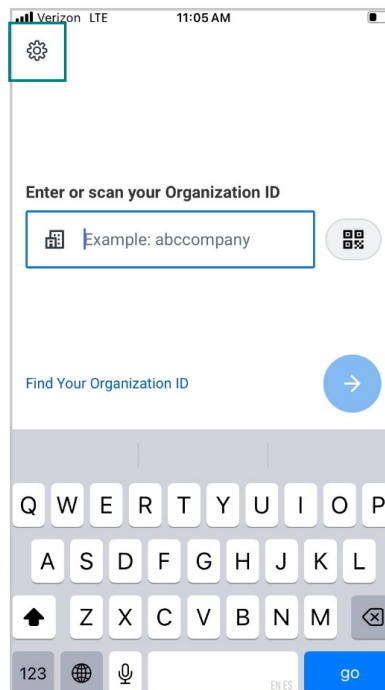
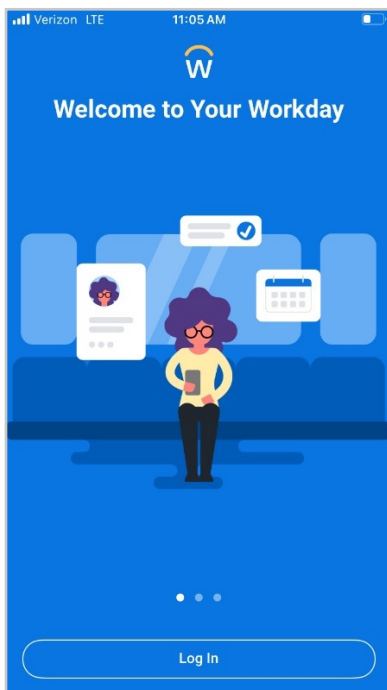


Google Play Store



Apple App Store

- 2 Select the **“Log In”** button, then click on the **settings gear icon** in the top-left corner.



- 3 In the **Tenant Field**, enter the organization ID: **danielshealth**

Downloading and Logging into Workday Application

- 4 This will direct you to the **login page**. Enter the **username and password** that were provided to you, then select **“Sign In”**.
- a) First time users, will be prompted to reset your password. **Create a new password** that you will easily remember, then select **“Reset Your Password”** to save it.
- b) You will be asked if you want Workday to remember this device. Check the box **“Remember this device”** and click **“Submit”** for easy sign on.

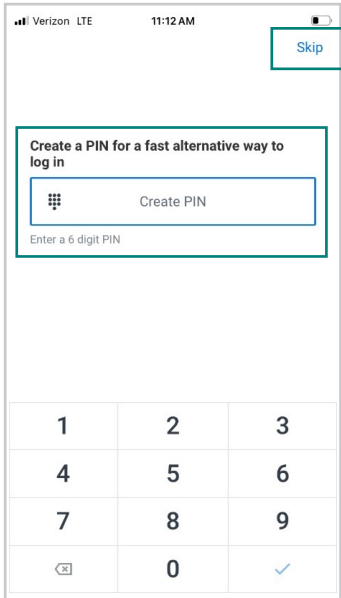
The first screenshot shows the 'Sign In to Your Account' screen. It has fields for 'Username' (vgomez@danielshealth.com) and 'Password' (masked with dots). A blue 'Sign In' button is at the bottom. A link 'Forgot Your Password?' is below the password field. The second screenshot shows the 'Password Reset Required' screen. It says 'You are required to reset your password. Please create a new password.' It has fields for 'New Password' and 'Confirm New Password' (both masked with dots). A blue 'Reset Your Password' button is at the bottom. A link 'Back to Sign In' is below the button. The third screenshot shows the 'Should we remember this device?' screen. It features a large blue padlock icon. Below it, it says 'Remembering this device allows you to sign in more easily and better protect your account.' There is a checked checkbox for 'Remember this device' and a blue 'Submit' button. A link 'Skip' is at the bottom.

- 5 You will be prompted to enable **Touch ID or Face ID**, or click **“Skip”** in the top right corner.

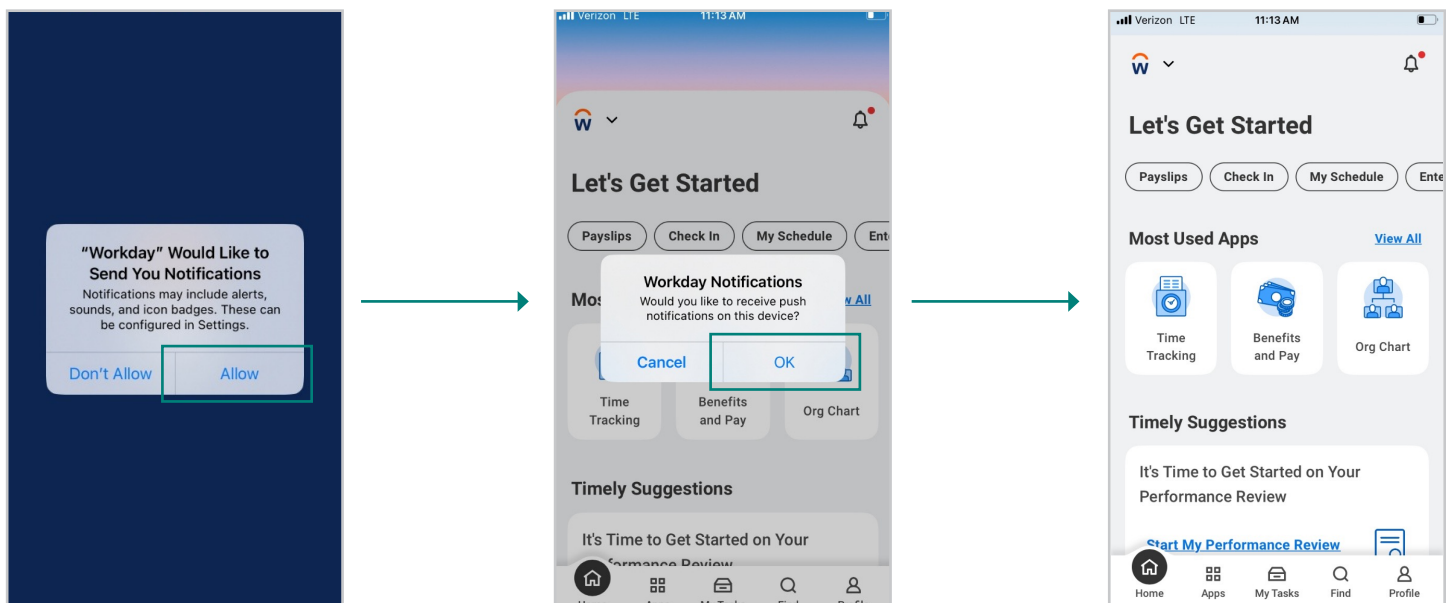
The screenshot shows a screen with a fingerprint icon. It says 'Want a faster way to log in?' and 'Turn on Touch ID so you can log in with a simple touch instead of your password.' At the bottom is a blue 'Use Touch ID' button. In the top right corner, there is a 'Skip' button highlighted with a green box.

Downloading and Logging into Workday Application

- 6 You will be prompted to **create a PIN**, or click **“Skip”** in the top right corner.



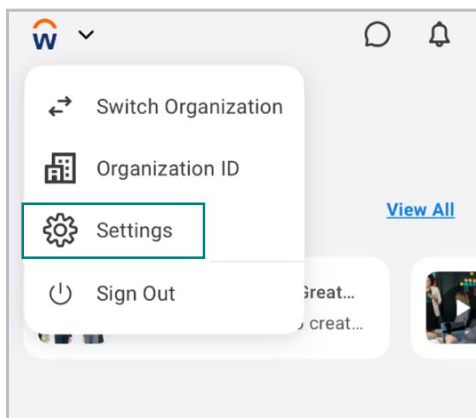
- 7 When asked if Workday may **send notifications**, select **“Allow”**. You will then be asked if you want to receive **push notifications** on this device — click **“OK”**. **Congratulations!** You have successfully downloaded and logged into the Workday app.



User Preferences on Workday Mobile

You can **change your preferences**, such as preferred language, currency, and more on **Workday Mobile**.

- 1 From the **Workday Mobile Home Screen**, select the **Workday icon** in the top left and then select **“Settings”**.



- 2 Under **“Settings”**, select **“Global Preferences”**.
 - a) Locate the **“Preferred Locale”** and **“Preferred Display Language”** fields.
Update these fields as needed.

