Choose How You Log In to Workday
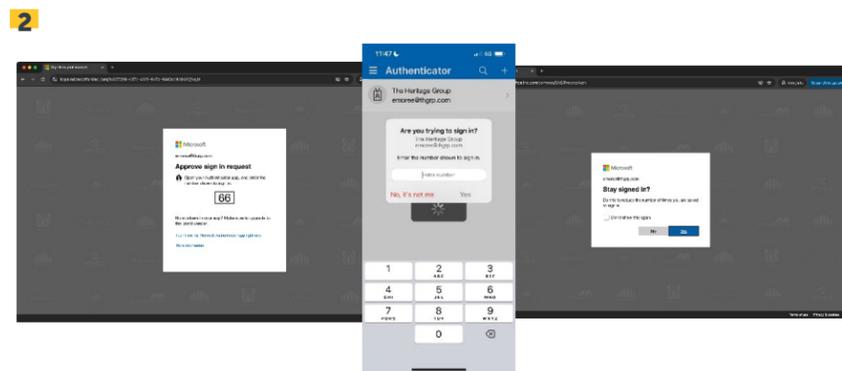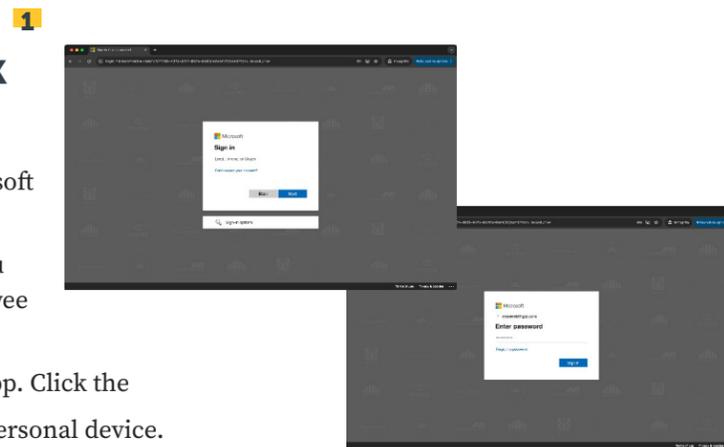
Log In While On Network

When you're on the company network, follow these steps:

1. Sign in to your work computer or your on-site kiosk using your Microsoft credentials. (If you're not sure what your credentials are, reach out to your leader or ITSS.)

2. Once signed in, **click the Workday icon** on your desktop. You're all set!

Log In While Off Network

If you're working remotely, you'll follow the steps above with the additional step of using the Microsoft Authenticator app to verify your identity:
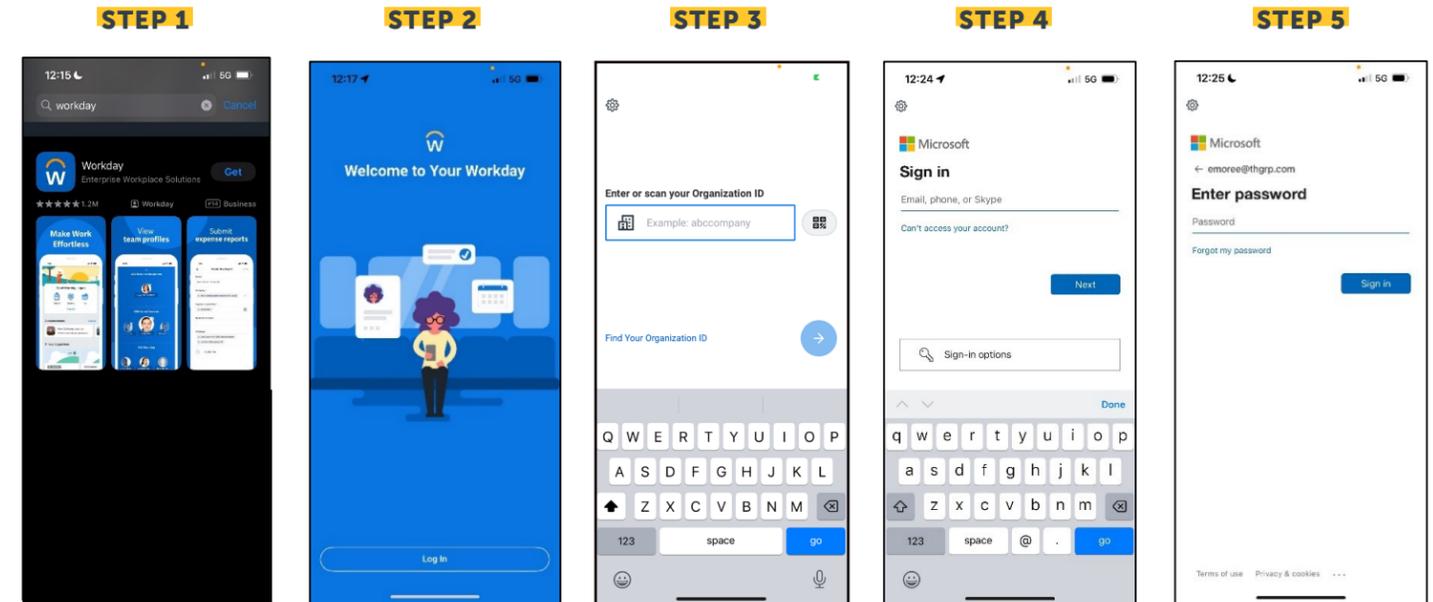
1. Enter work email and network password. If you don't have a work email account, use your employee ID number.

2. Verify the identity code in the Authenticator App. Click the "Don't show this again" box and then Yes if on a personal device. Click No if on a shared device.

Look for the Workday icon on your desktop or kiosk. Or use this URL to go to the Workday Log In: *https://rebrand.ly/go-to-workday*

Log In to the Workday Mobile App

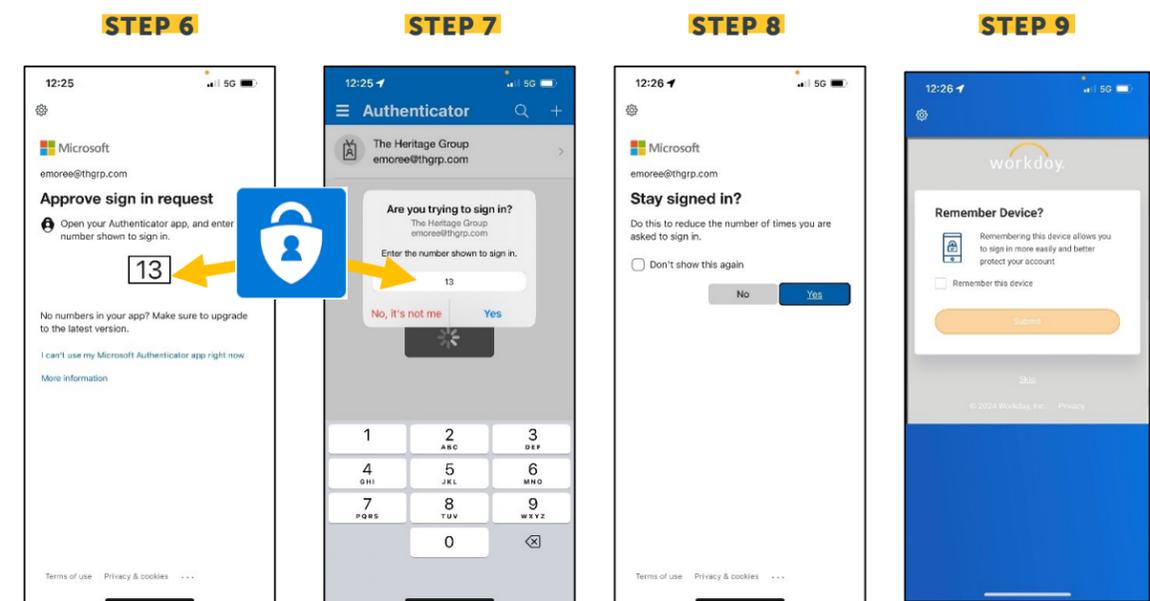You can also log in to Workday using their convenient mobile app. Just follow these steps to get started:

STEP 1 — *Download Workday from App Store*

STEP 2 — *Click Log Isn*

STEP 3 — *Enter 'thgrp' as your Organization ID*

STEP 4 — *Enter Email*

STEP 5 — *Enter Password*

STEP 6 — *Enter # shown in Microsoft Authenticator*

STEP 7 — *Click Yes*

STEP 8 — *Click "Don't Show Again" then Yes*

STEP 9 — *Click "Remember this device" and then Submit*