

Logging into Workday Travel Expenses for the First Time

wd	orkday	
Username		
willy@nas.edu		
Password		
	Sign In	

For your initial log-in to Workday, your Travel Coordinator has sent you the access link and temporary password. Your Username is your email address.

- 1. Open the webpage link from the email.
- 2. On the log-in page, enter your Username (email address where the instructions were sent) and the temporary password.
- 3. Select Sign In.

You will be prompted to update the temporary password to something of your choosing.

- 4. Enter in the Old (temporary) Password.
- 5. Select a New Password. Password requirements include 8 character minimum, both upper and lower case, a number, and a special character: !"#\$%&'()*+,-. /:; =>? @ [\]^_`{|}~
- 6. Select Submit.

workday.	
lease change your password	
Change Password	
Old Password	
New Password	
Verify New Password	
Submit	

elect Security Questions		
What is your favorite color?	~	
Answer		
	27	
What is your favorite vanation loss	tion?	
what is your lavointe vacation loca		
	27	

As a new user, you will be prompted to select and answer three security questions.

- 7. For each of the questions:
 - Select a question from the drop-down.
 - Enter your answer. (Note: You can select the eye icon to see your answer.
- 8. Once all questions have been populated, select **Submit**.



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You will now be prompted to set up your email authentication.

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ACADEMIES Medicine

workday

Add an email to keep your account secure. Workday

will send passcodes when you log in going forward.

Set Up Email Authentication

Enter the passcode below to log into Workday from

This passcode is valid for 3 minutes.



- 10.Enter the email address where your instruction were sent. This is the email address on file with us and is necessary to successfully log-in.
- 11.Select Send to Email.

message from Workday which

your spam folder. If you miss

the window, select Send to

Email again for a new

passcode.

will include a passcode valid for three minutes. Please check

> 13.Enter the passcode on the log-in screen. You have successfully logged in!

12. Check your inbox for the



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	\bigcirc
	Success!
You have	verified w*****y@nash.edu.
Verificatio Workday	on codes will be sent to this email for logins.
	Dana

Note: The next time you log in, you will enter your email address and password. You will then receive a one-time passcode.

Next Steps:

workday.

Dear Willy Gregory,

your browser:

997669

You have now completed your account set up and logged in to Workday for the first time! Please refer to the job aid sent by your Travel Coordinator titled Entering Out-of-Pocket Travel Expenses. Please contact your Travel Coordinator if you need any assistance.