

# Logging into Workday Travel Expenses for the First Time

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**.

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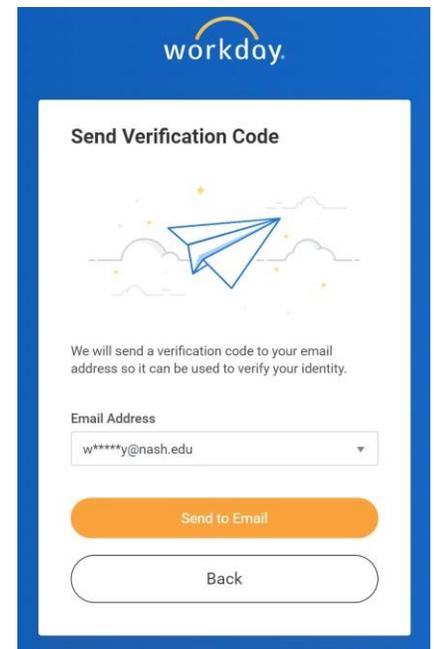
You will now be prompted to set up your email authentication.



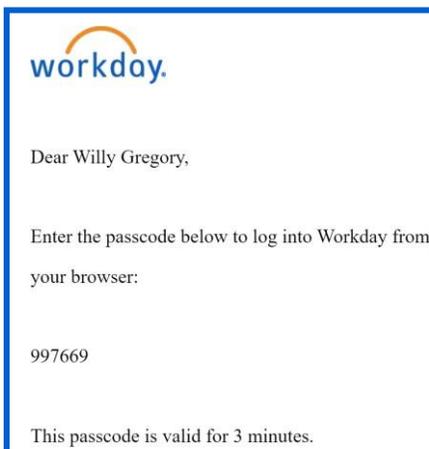
9. Select **Set Up Now**.

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.

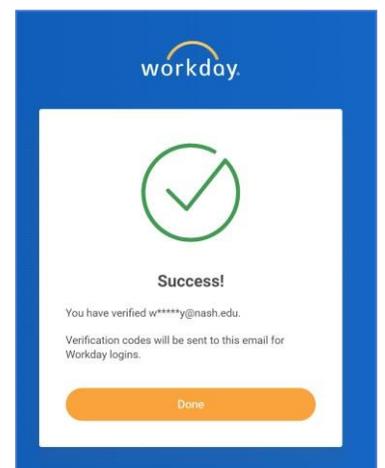
11. Select **Send to Email**.



12. Check your inbox for the message from Workday which will include a passcode valid for three minutes. Please check your spam folder. If you miss the window, select **Send to Email** again for a new passcode.



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



*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:

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.