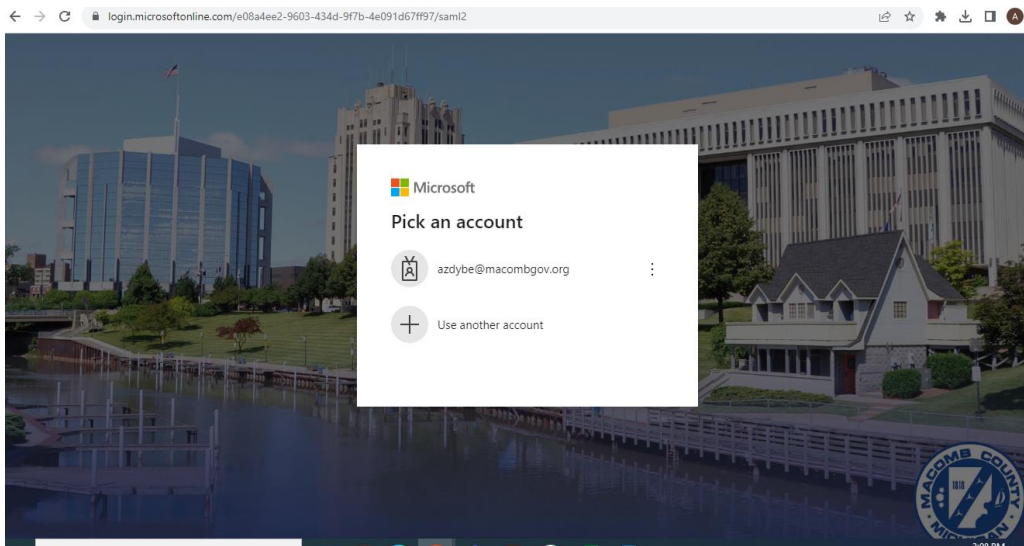


Workday Login Instructions

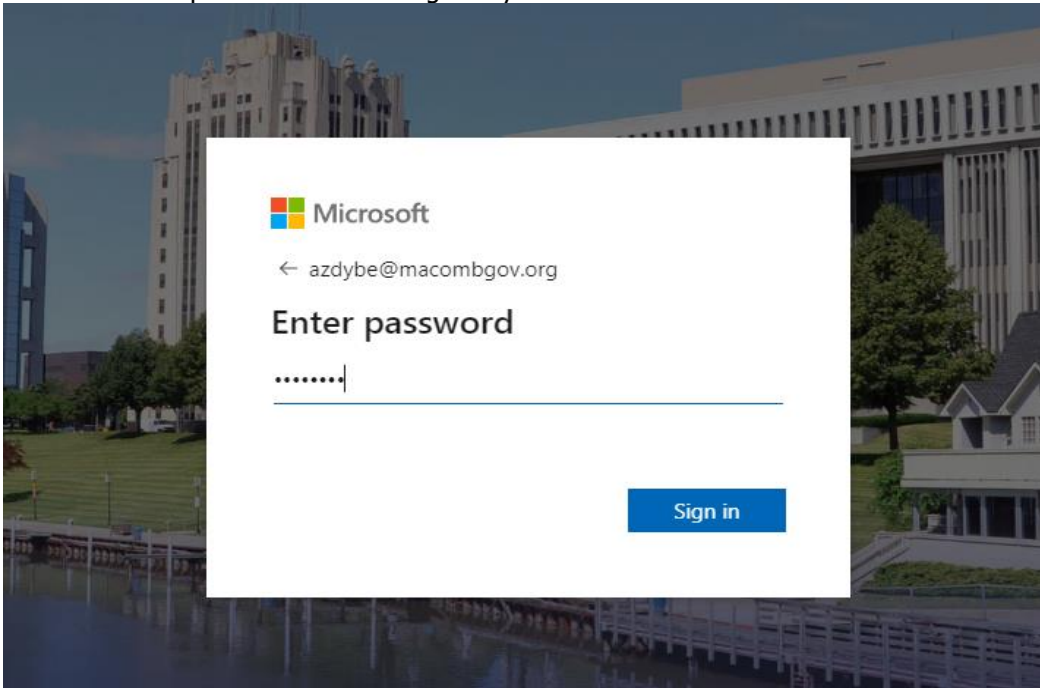
(Recommended to use google chrome browser)

- 1) Browse to this URL: <https://www.myworkday.com/macombgov/login.html>
 - a. May need to clear browser cache, see instructions at end of document.
- 2) Select the populated login name. If the populated login id is not your own, click Use another account and enter USERNAME@macombgov.org

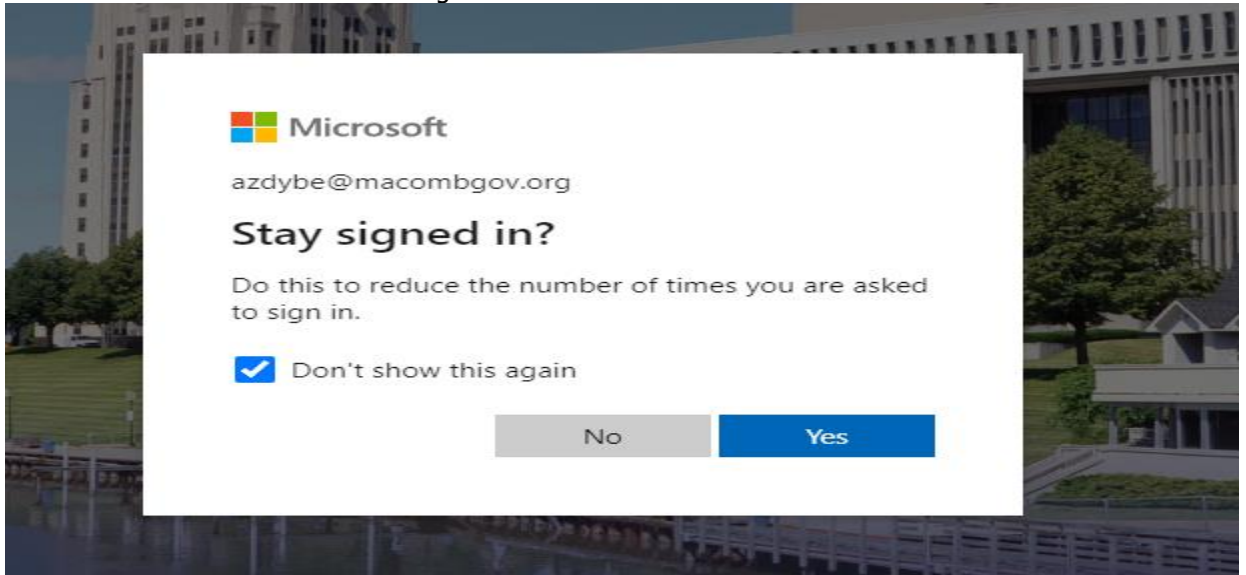
Please note: The USERNAME here is your 6 character HQ network login that you use to login into the County network. It is typically the first character of your first name and first 5 characters of your last name (please note, there are exceptions but this is the general rule). For example, if your name is Maisy Manager, your 6 character HQ network login would be mmanag – so the full login in this example to use would be mmanag@macombgov.org. Also please note this login is not your email - this is being pointed out as that is a common mistake.



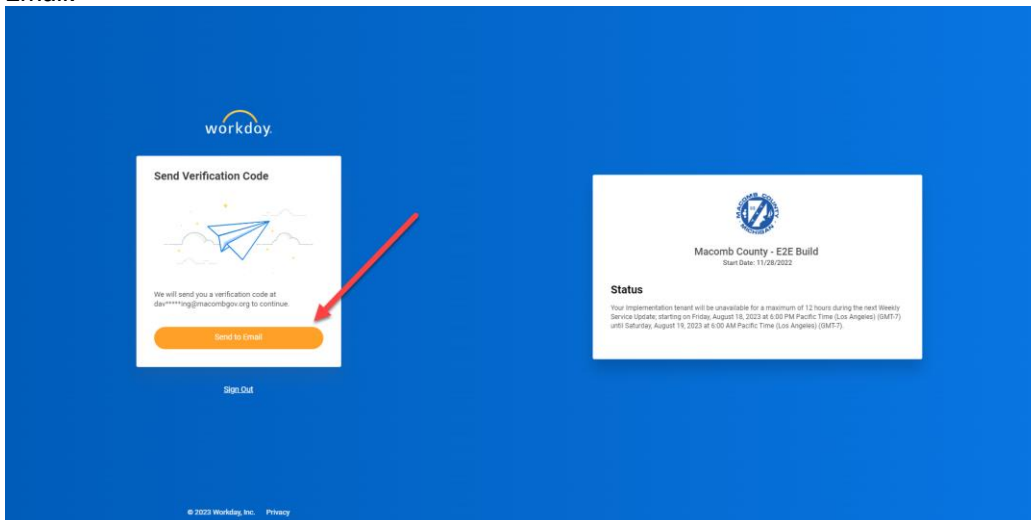
3) Enter the same password used to login to your PC.



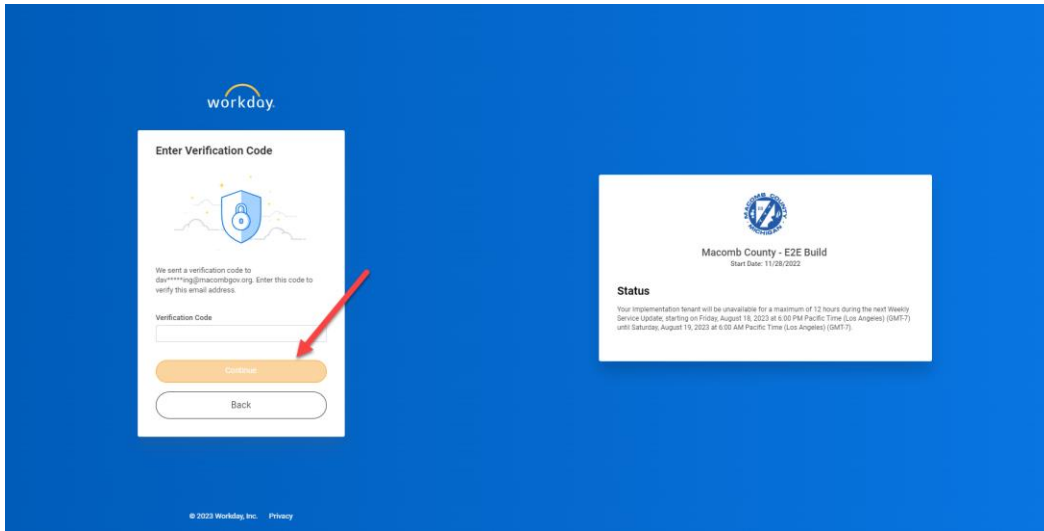
- 4) Check the box for "Don't show this again" and click Yes.



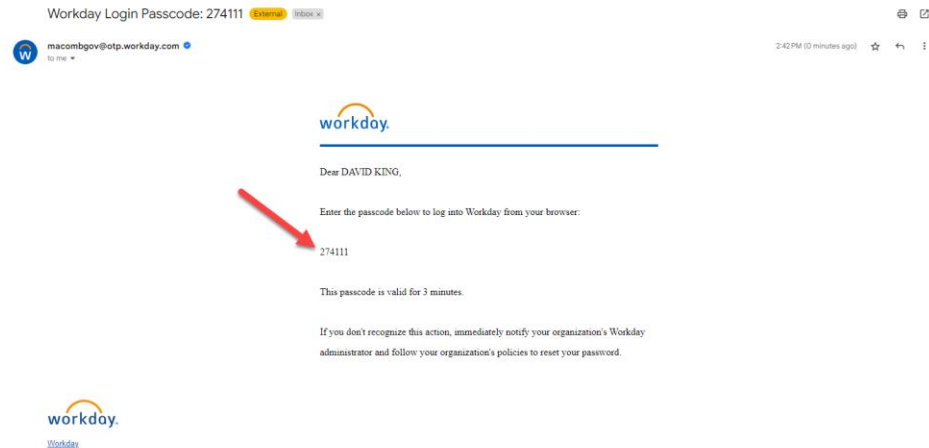
- 5) The computer will automatically login to Workday based on the account being used to login to the PC for Macomb County users. Users not using a Macomb County PC will have to enter their credentials. The email address displayed with the **** should resemble the email address of the user logging in. For Macomb County employees, this will be their user@macombgov.org email. Non-Macomb County users will have either their personal or other work email. Click on Send to Email.



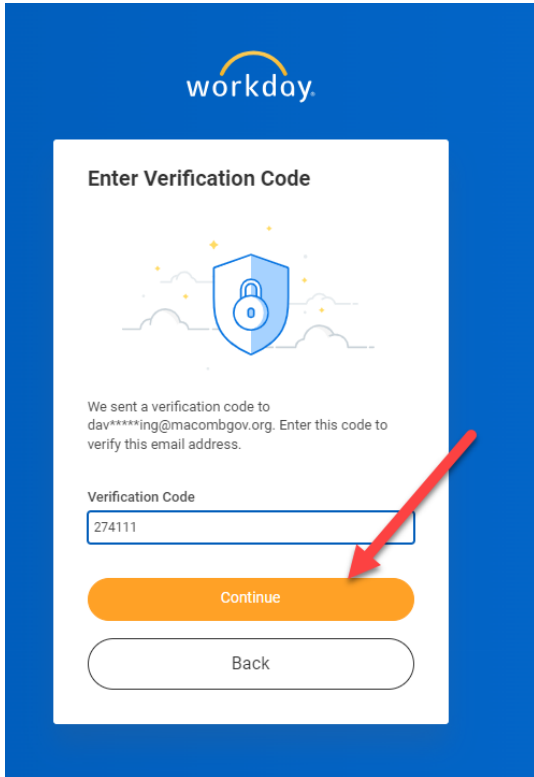
- 6) The next screen will ask for a verification code. Notice the Continue button is dimmed until the correct number of digits for the verification code has been entered. Check your email.



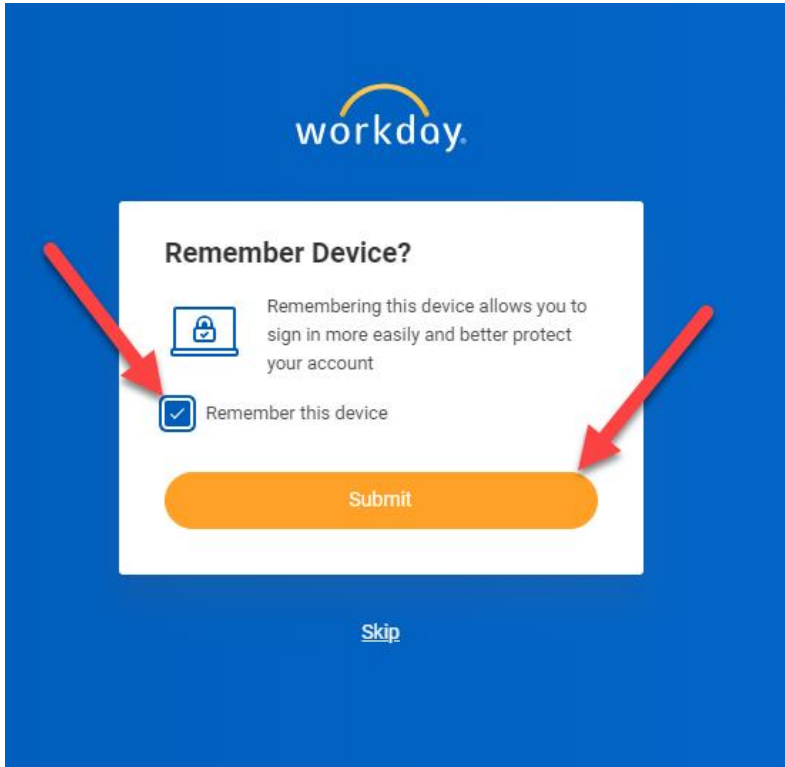
- 7) Copy the verification code, which is called the passcode in the email from Workday.



8) Paste the code into the verification code field and click continue.

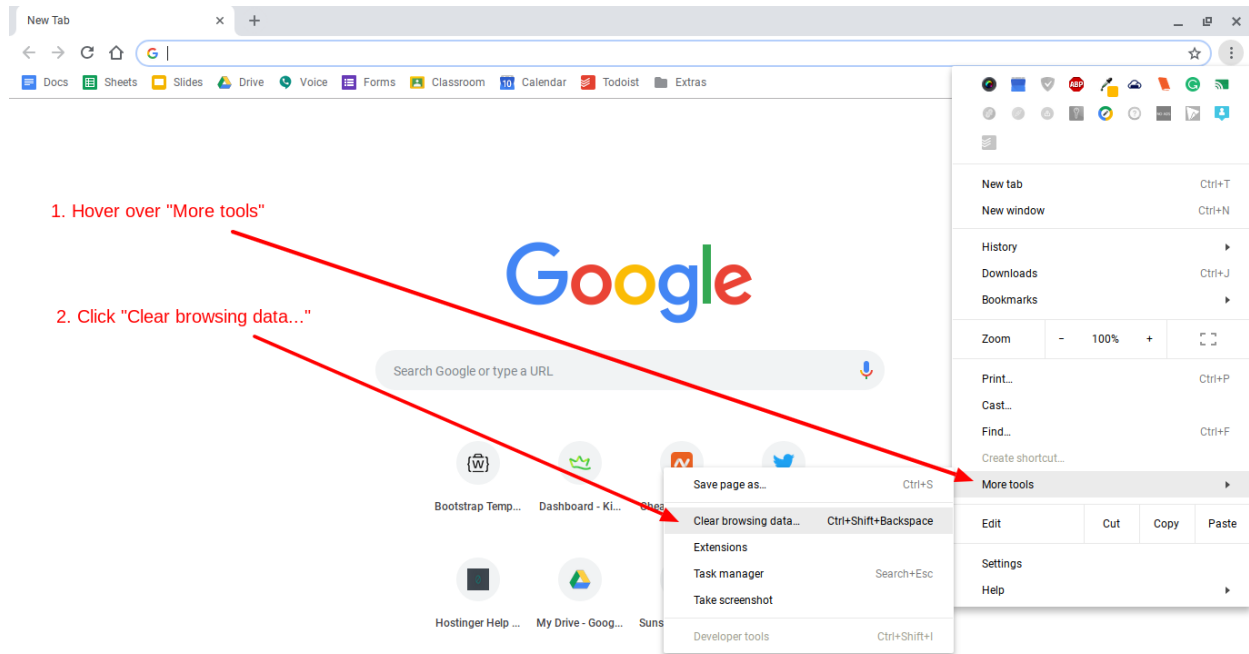


- 9) Each time a user logs into Workday from a computer, that user will receive an email. By checking this box, the system will remember the computer and the user will no longer receive an email that a user logged in. This is a security feature. If an email is ever received that you have logged into Workday from a computer and you have not, contact the Helpdesk immediately. 586-469-5697



Instructions to clear Chrome browser cache

1. On your computer, open Chrome.
2. At the top right, click More.
3. Click More tools Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data.



Second option to use private browsing

1. Open Google Chrome.
2. Select the three dot icon in the upper-right corner.
3. Select New Incognito window from the drop-down menu. A new window opens, usually darker colored than normal, showing Incognito at the top right.

