

WORKDAY QUICK REFERENCE GUIDE

Workday Login Instructions

- 1) Browse to this URL: <https://www.myworkday.com/macombgov/login.html>
- 2) Select the populated login name. If the populated login id is not your own, click Use another account and enter USERNAME@macombgov.org
- 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

For Macomb County Workday 100 and 200 Trainings, please see the training videos and the training presentation Powerpoints and PDFs on the Macomb County Intranet – insidemacomb on the Workday Intranet Resource Page, under Training Presentations and Videos at: <https://it.macombgov.org/it-workday-TrainingPresentationsAndVideos>

Macomb County Workday 100 Training

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