

How do I logon to Workday?

This document will guide you through logging onto Workday. Please follow all 18 requires steps. Estimated time to complete this is 5 minutes.

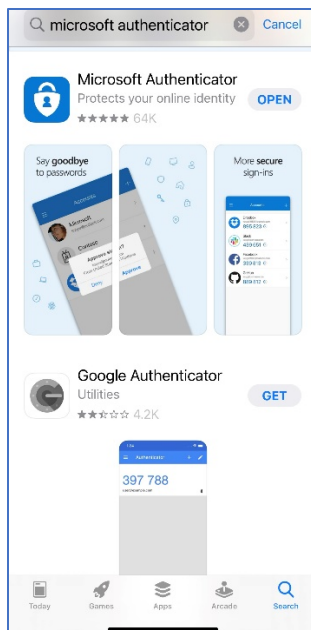
You must have a smart phone and the either the Microsoft Authenticator or Google Authenticator app installed on your smart phone or tablet device.

Before we start:

1. Ensure that you have the email containing your Workday Username and Password. They were sent separately for security purposes. If you cannot find these emails, check your Junk Email folder.
2. Ensure your smart phone is connected to WiFi or to your carrier.
3. If you have any trouble, please contact your local office.

Setting up the Microsoft Authenticator App and Logging into Workday:

1. On your smart phone go into the app store.
2. Search for Microsoft Authenticator.



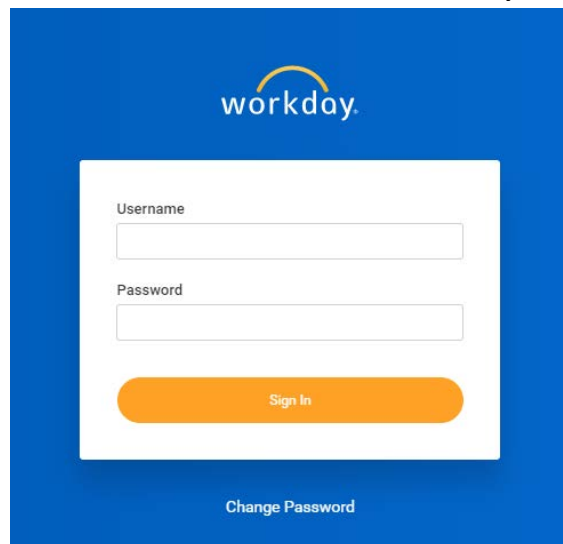
- a. Click “Get”.
- b. Ensure that you’ve selected the right app. The icon will look like this:



3. Once the app is installed, open it up.
 - a. On your first use of this app, it will ask to setup an account.
 - b. Leave your smart phone on this page for now. We will come back to it shortly.
4. The next step is to login to Workday on your computer or tablet.

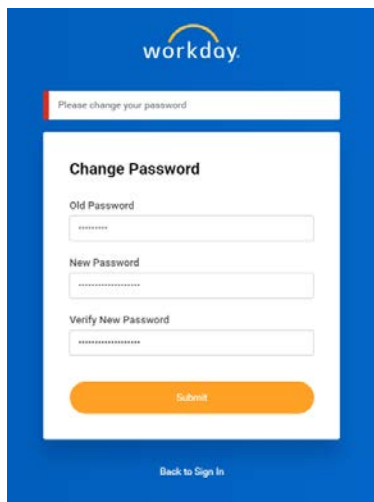
The website is: <http://www.myworkday.com/atchealthcare/login.html>

- a. ATC Healthcare Services and CareBuilders at Home both use the same Workday website.
- b. Click the link and it will take you to this page:



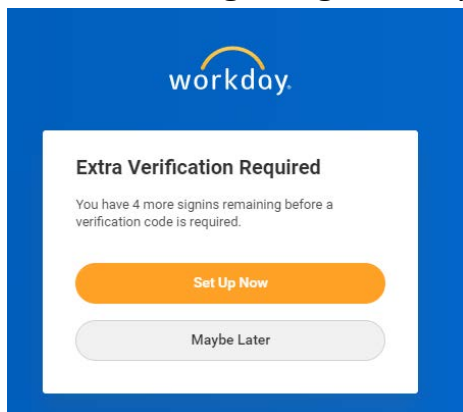
5. Logon using the user ID and password that were sent to you via email. Check your Junk Email folder, just in case.

6. Upon first login, the system will require that you setup your own password. To setup a secure password, go to the last page of this document.



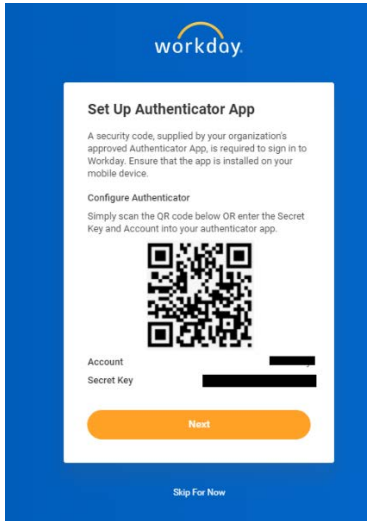
The screenshot shows the Workday 'Change Password' form. At the top, the Workday logo is displayed. Below it, a message reads 'Please change your password'. The form is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. Each field is currently empty and has a series of dots indicating where characters will be entered. Below the input fields is an orange 'Submit' button. At the bottom of the form, there is a link that says 'Back to Sign In'.

- a. In the Old Password field, enter the password from the email you received.
 - b. In the New Password and Verify New Password field, enter a new password.
 - c. Click "Submit"
7. The following image will appear. Click on "Set Up Now".

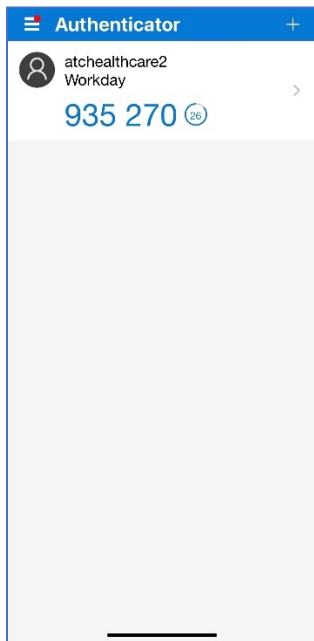


The screenshot shows the Workday 'Extra Verification Required' screen. At the top, the Workday logo is displayed. Below it, the text reads 'Extra Verification Required'. Underneath, a message states 'You have 4 more signins remaining before a verification code is required.' There are two buttons: an orange 'Set Up Now' button and a grey 'Maybe Later' button.

8. After successfully setting up your password, the system will present a QR code to you.

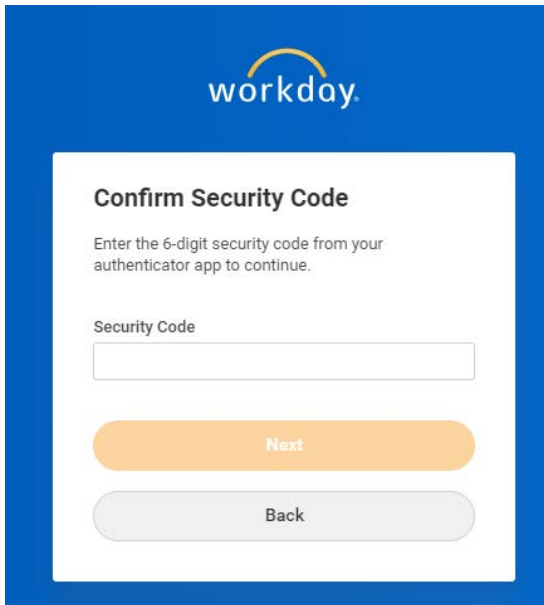


9. Leave this page open on your computer or tablet.
10. On your smart phone, open the Authenticator app.
11. Setup a new account in the app.
 - a. Either click on the blue “Add Account” button or click the + icon at the top-right corner of the app.
12. Select “Other (Google, Facebook, Etc.)”
13. The camera will load in the app.
14. Point the camera at your computer’s browser showing the QR code from step 8.
15. The app will now show you your Workday account along with a code and a timer. The codes expire every 30 seconds. At that time, the code will automatically refresh. You must always use the active code in the app.

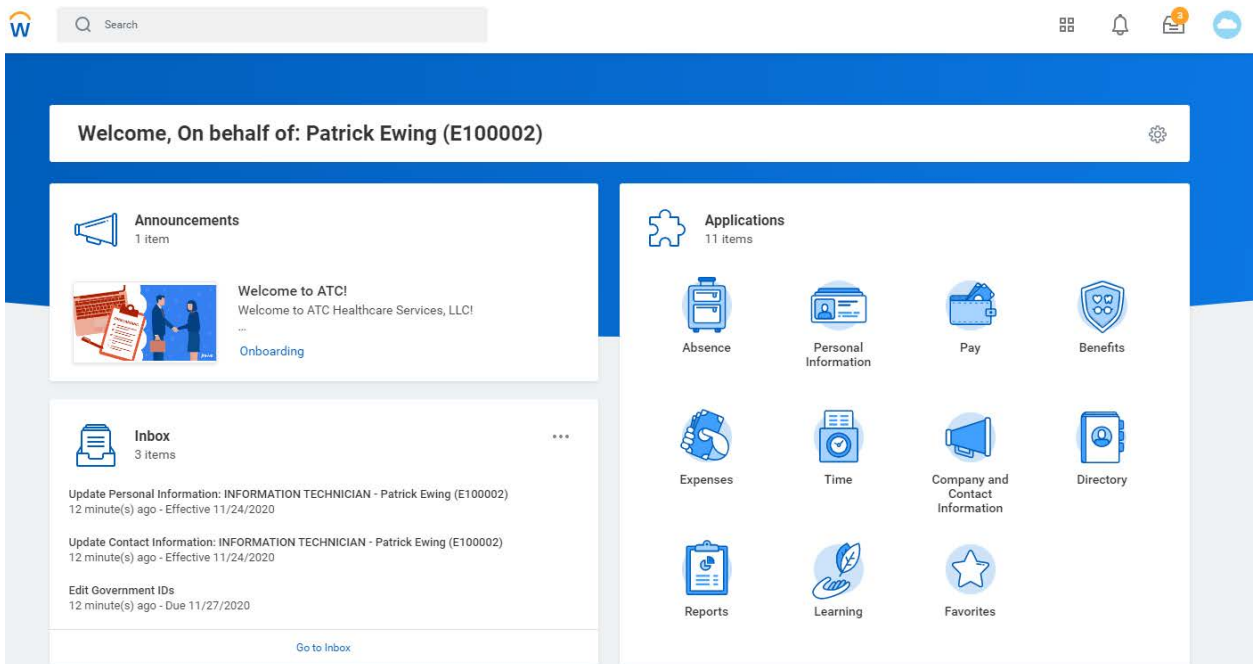


- a. The name on the account may not show 'atchealthcare2'.
 - b. **Optionally**, you can rename this account by clicking on it.
 - i. Click the gear icon at the top-right.
 - ii. Click Account Name.
 - iii. Enter the name you would like to use, such as "ATC Healthcare" or "CareBuilders at Home".
16. Now on your computer again, go ahead and click "Next" to enter the code from the app.

17. In the “Security Code” field, enter the 6-digit code shown on the Authenticator app.



18. You should now be signed into Workday and see a screen like this:



Creating a secure password in Workday.

When creating a password in Workday, you must meet the following password requirements:

- 8 characters or more.
- Upper case letters.
- Lower case letters.
- Numeric characters.
- Special characters.

Guidelines for creating a secure password:

- Do not use any part of your name in your password.
- Do not use any part of your email address in your password.
- Do not use any part of your birthdate in your password.
- Do not use any part of your phone number in your password.
- Do not use any part of your social security number (or government ID) in your password.