Getting Started: Logging in and out of Workday

DOWNLOADING WORKDAY

This job aid demonstrates how to log in and out of Workday using various web browsers

BROWSER REQUIREMENTS

Workday is compatible with most major web browsers such as Chrome, Firefox, Safari, Internet Explorer, or Microsoft Edge

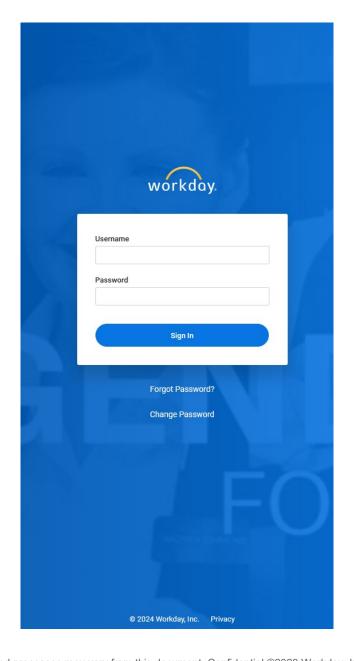- Workday recommends using Chrome for an optimal experience.

NAVIGATING TO WORKDAY

To log into Workday on a browser:

1. In the navigation bar at the very top of your browser, enter the following URL:
   https://wd5.myworkday.com/guestservices/login.htmld

2. Enter your **username**, which is your **GSI Employee ID** number.

3. Enter your **password**. If this is your first time logging into Workday, your default password will be **Workday-GSI123!**

4. You'll need to complete the **Multi-Factor Authentication (MFA)** to finalize the sign in process.

5. You have successfully logged in to **Workday**.

6. (Optional) Bookmark this page for easy access.

> Note: There are two methods of Multi-Factor Authentication to log into Workday Mobile, using either an Authenticator App or your registered e-mail address.

workday

Username

Password

Sign In

Forgot Password?

Change Password

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LOGGING OUT OF WORKDAY

To log out of Workday, complete the following steps:

1. Click to the **Profile** button on the top left corner of your screen, to open the user menu.

2. Once in the user menu, click on the "**Sign Out**" button at the bottom.

3. You can feel free to close your browser window after signing out.

TROUBLESHOOTING

- If you encounter any login issues or have questions about these steps, please contact the workday support team by e-mailing Workday@GuestServices.com

John Doe (123456)

View Profile

- Home
- My Account >
- Favorites
- Drive
- My Reports
- ? Documentation

Sign Out