

## Overview

This guide provides step-by-step instructions for users accessing Workday Adaptive for the first time. It covers how to log in using your default credentials, update your information, and navigate to the Adaptive Planning dashboard for the first time.

## Instructions

1. Navigate to the Workday Adaptive login page (<https://login.adaptiveinsights.com/app>) and enter your login information:
  - Your Guest Services email address will be your username.
  - The default password for Workday Adaptive is **Adaptive123\***

Username or Email \*

Password \*

Remember Username

**Sign In**

[Forgot Password](#)

2. When logging in for the first time, the system will automatically prompt you to update your password before continuing.

**Note: You will not be able to proceed until you have changed your password.**

Password

Old password:

New password:

Verify new password:

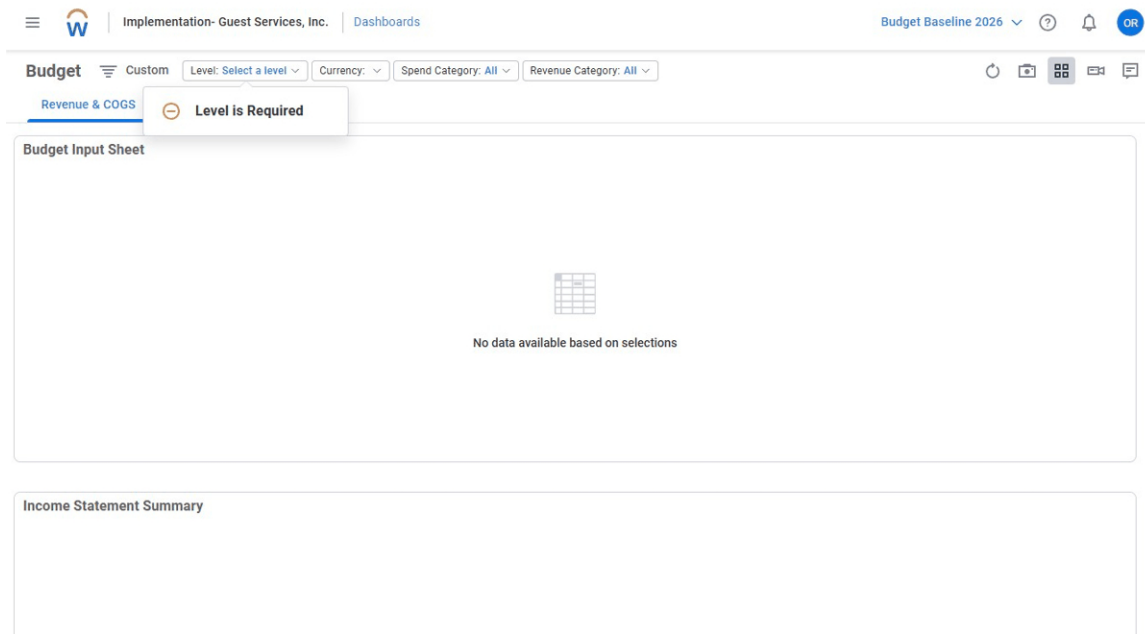
The password length must be greater than or equal to 8  
The password must contain at least 1 non-alphanumeric character

- Once you've updated your password, click **Save** to save the changes.

- After updating your password, you should be able to click on the **W** in the top left-hand corner of your screen to go to the Adaptive dashboard.

**Note:** This process is only necessary the first time that you log into Workday Adaptive. Afterwards, logging in will take you directly to the Adaptive dashboard.

5. You should automatically be directed to the Workday Adaptive dashboard.



The screenshot shows the Workday Adaptive Planning interface for Guest Services, Inc. The top navigation bar includes the Workday logo, the company name, and the word 'Dashboards'. On the right, there are options for 'Budget Baseline 2026', a refresh icon, a help icon, a notification bell, and a user profile icon labeled 'OR'. Below the navigation bar, there are several filter and control elements: 'Budget', 'Custom', 'Level: Select a level', 'Currency:', 'Spend Category: All', and 'Revenue Category: All'. A 'Level is Required' error message is displayed in a white box with a red border. The main content area is titled 'Budget Input Sheet' and contains a message: 'No data available based on selections'. Below this is an 'Income Statement Summary' section.

## Support Information

Need help? Contact [workday@guestservices.com](mailto:workday@guestservices.com) or visit our Workday Adaptive resources page [gsiemployees.com/workday-adaptive](https://gsiemployees.com/workday-adaptive) for additional guides and instructions.