## Native Workday: Logging into Workday Prior to Hire Date

Upon hire or rehire, you will receive TWO emails.

- One email will be from "scu@myworkday.com" It will contain:

  - 1) Your username (your 11-digit employee ID number)
  - 2) Instructions on resetting your password



- Another email will also be from "scu@myworkday.com" It will contain:
  - 1) temporary password
  - Workday link to access your account: <u>https://www.myworkday.com/scu/login.flex?redirect=n</u>

From: < <u>scu@myworkday.com</u> > Date: Fri, Aug 14, 2020 at 8:05 PM
Subject: SCU Workday Password
To: <buckybrono@scu.edu></buckybrono@scu.edu>
Bucky Bronco
Here's a temporary password for your Workday account: 1234+SCU
Please logon to the system by following the link <u>https://www.myworkday.com/scu/login.flex?redirect=n</u> and reset your password.
workday.
Workday.
Best Regards,

 Click on the Workday link below: <u>https://www.myworkday.com/scu/login.flex?redirect=n</u>



4. Your screen should look like this.

	workday.	
Username		
	Sign In	
	Change Password	

- 5. Enter your username: 11-digit employee ID number
- 6. Enter your temporary password
- 7. Click Sign In
- 8. You will be prompted to reset your password.
- 9. From here you will be able to complete any inbox tasks.
- **10.** On your **hire date**, you will then access Workday through single sign-on (SSO) through the MySCU Portal.

https://www.scu.edu/apps/login/

