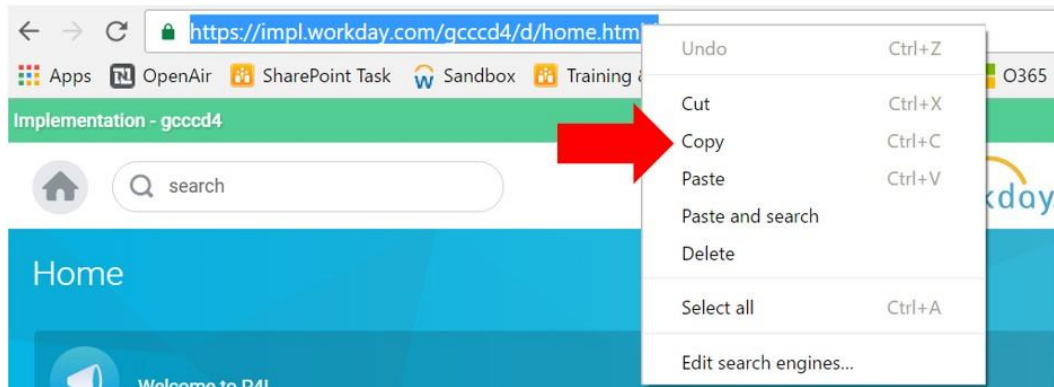


CREATE A DESKTOP SHORTCUT TO WORKDAY

From the **Workday Home** screen:

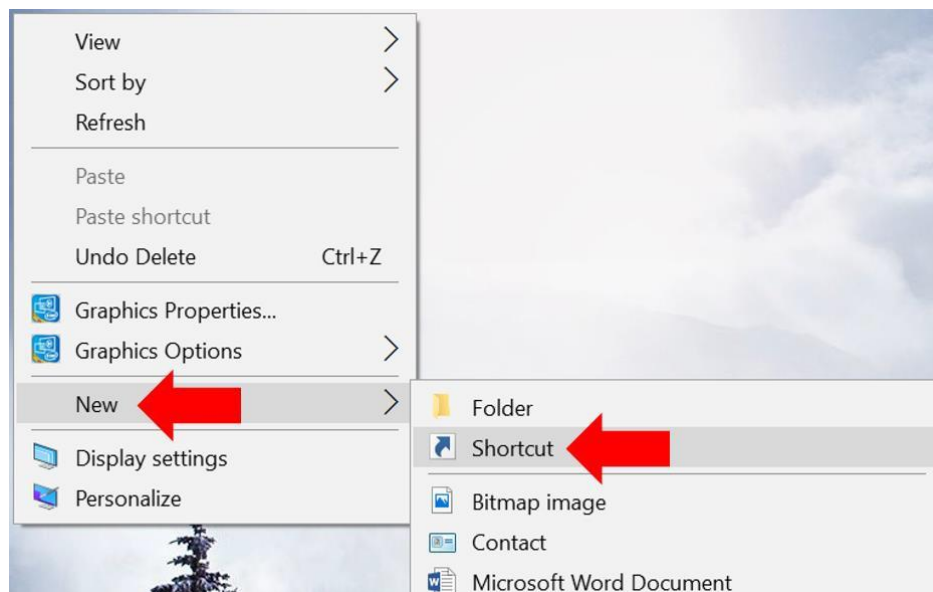
1. In the URL at the top of the page, highlight the web address text with your mouse.
2. **Right click** on the highlighted text and select **Copy**.



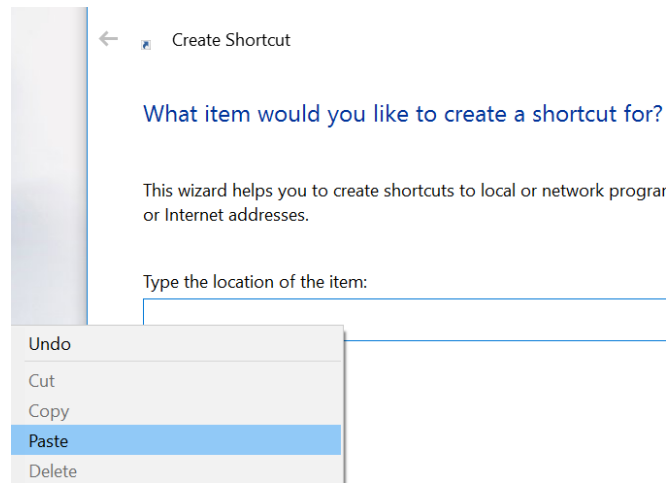
3. Minimize the browser icon by selecting the minus icon at the top right of the browser.



4. Right click on the desktop background.
5. Hover down to **New >** and click on **Shortcut**.



6. Right click on the blank **Type the location of the item:** field.
7. Click **Paste**.



8. Click **Next**.
9. Type **Workday** in the name field.

What would you like to name the shortcut?

Type a name for this shortcut:

Workday

10. Click **Finish**.
11. The Workday shortcut will now display on the desktop.



NOTE: The shortcut will direct you to sign into Workday if this is the first time you have signed into Workday for that day, if you are signing into Workday from an alternate browser, or if you have closed and reopened the browser. Use Activity 1.2 to sign in.