

# ACCESSING WORKDAY OFF CAMPUS

## LOG INTO WEB BROWSER

From the Home screen of your computer:

1. Find the web browser icon of your choice: **Chrome, Firefox, Safari, or Internet Explorer.**



2. **Double-click** on the web browser icon.
3. In the URL field at the top of the screen, type <https://www.myworkday.com/gcccd> click **Enter**.

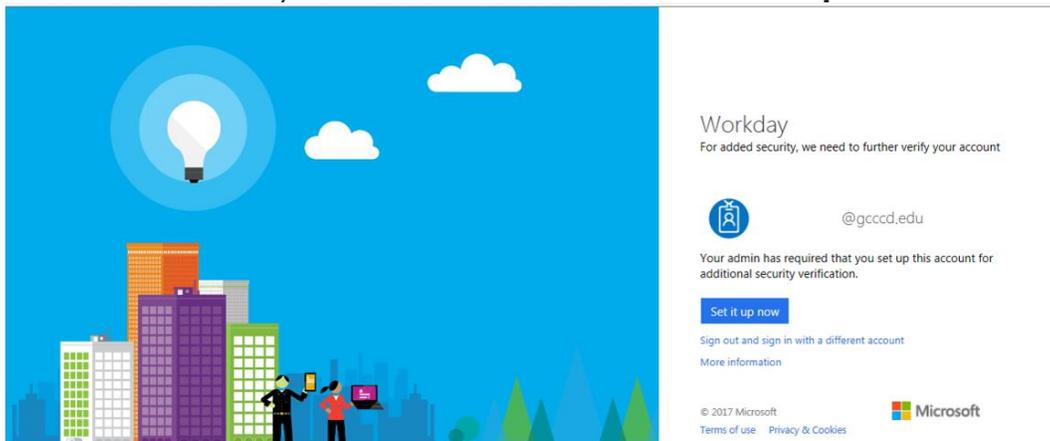


4. Login to Microsoft single sign-on to access Workday site.

## SIGN INTO WORKDAY OFF CAMPUS

**From off campus**, in your browser, type in <https://www.myworkday.com/gcccd>

1. Type in your gcccd.edu login name if it does not already display it (eg: [firstname.lastname@gcccd.edu](mailto:firstname.lastname@gcccd.edu)) and enter your network/email password.
2. You will see a screen that says 'Your admin has required that you set up this account for additional security verification'. Select the button **Set it up now**:



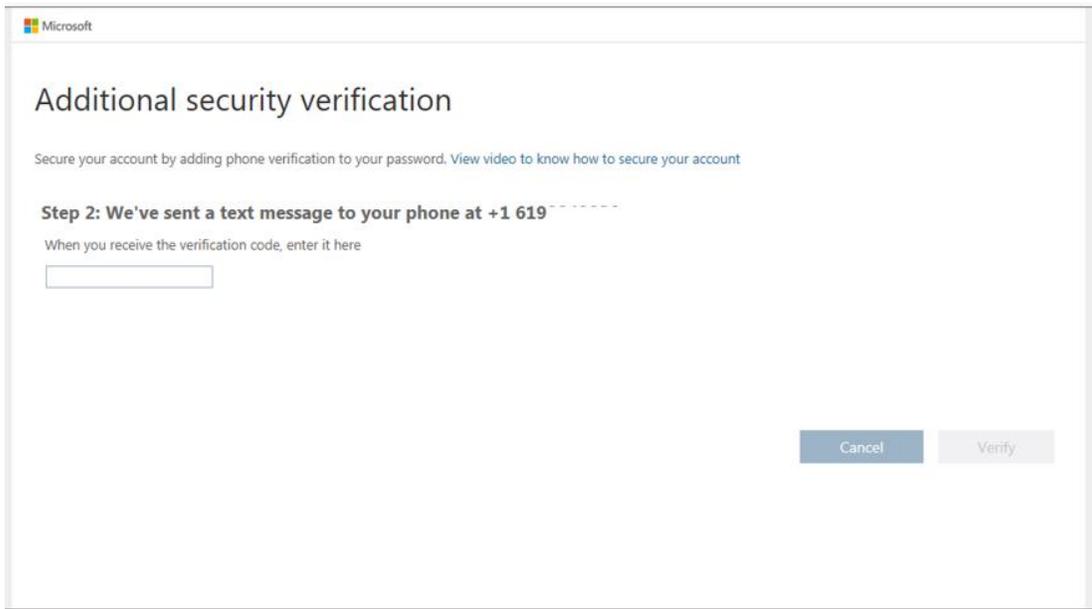
3. **An additional security verification screen will appear. In the Step 1 window: "How should we contact you?" confirm that the 'Authentication phone' default is selected. This is the only option supported by the District.**
  - a. Select the country (defaults to United States (+1))

- b. Enter your phone number, including the area code with no dashes (example: 6195551212)

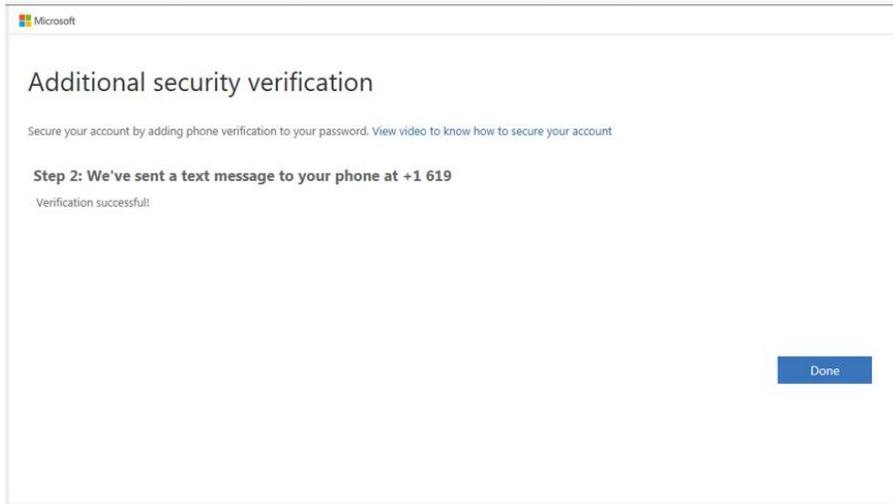
4. Next select a default method - **You CANNOT CHANGE THE DEFAULT METHOD after you have completed your setup**, but you CAN later choose 'Use a different verification option' to select the other method
- 'Send me a code by text message' will send a 6-digit code to your cell phone which you will then enter into the window field as requested
  - 'Call me' will call your phone and you will press the # sign on your phone when requested by the automated caller
5. Click the **Next** button

6. Depending on which login method you have chosen, you will either receive a text message with a 6-digit code or an automated call for verification.

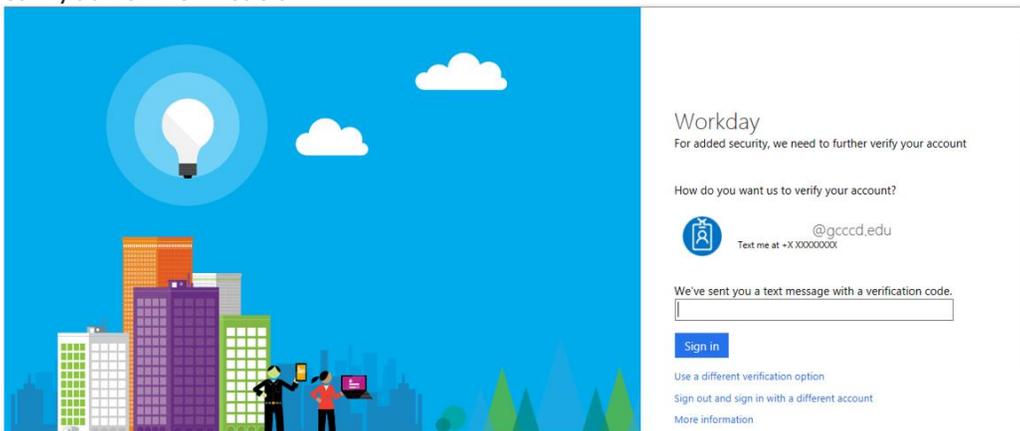
- If you chose 'Send me a code by text message':
  - Enter this code into the field in Step 2 as requested
  - Click the 'Verify' button
- If you chose 'Call me':
  - Press the # sign when requested by the automated caller



7. When the screen displays 'Verification successful', **click the Done button. Your setup is complete and your Workday Home page will display:**



NOTE: Depending on which login method you have chosen, the next time you login from off-campus to the My Workday URL, it will either send you a text message with a 6-digit code or call you for verification.



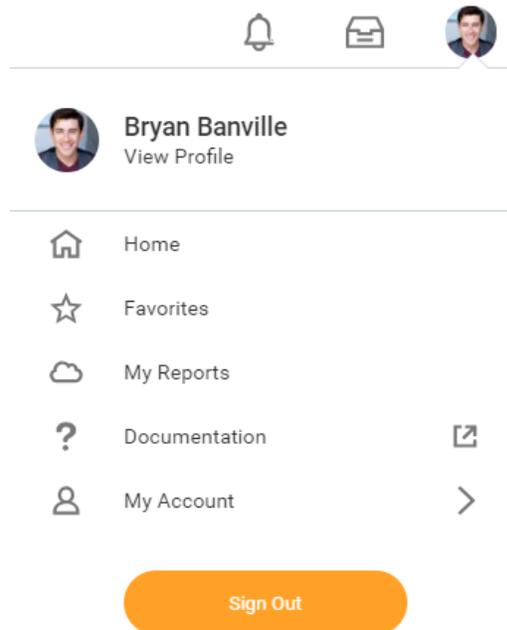
If necessary, you can click 'Use a different verification option':

- If you originally chose 'Send me a code by text message':
  - You can select 'Call me' and you will receive a call to your phone.
  - Press the # sign when requested by the automated caller
- If you originally chose 'Call me':
  - You can select 'Send me a code by text message' and you will receive a 6-digit code in a text message on your cell phone
  - Enter this code into the field as requested

## SIGN OUT OF WORKDAY

From the **Home** page:

1. Click on your name, the cloud, or your picture in the top right side of the page.



2. Click on the **Sign Out** icon at the bottom of the pop up.

**NOTE:** Reminder: For security purposes, Workday will automatically log you out after 60 minutes of inactivity.