

ACCESSING WORKDAY ON CAMPUS

Scenario: Log into your computer as you normally would, using your organizational account and password.

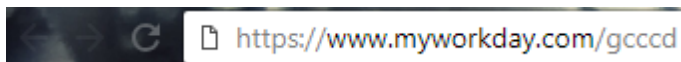
LOG INTO WEB BROWSER

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**.

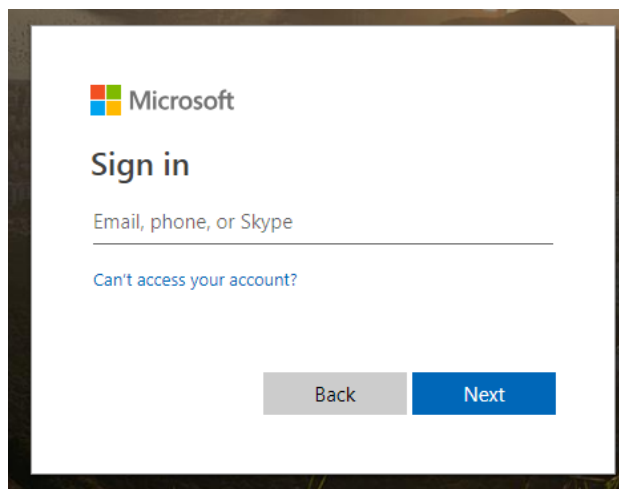


4. Login to Microsoft single sign-on to access Workday site.

SIGN INTO WORKDAY ON CAMPUS

From the Microsoft single sign-on page:

1. Type your full email address.



2. Click **Next**

GCCCD Single Sign on Service

Sign in with your organizational account

john.doe@gcccd.edu

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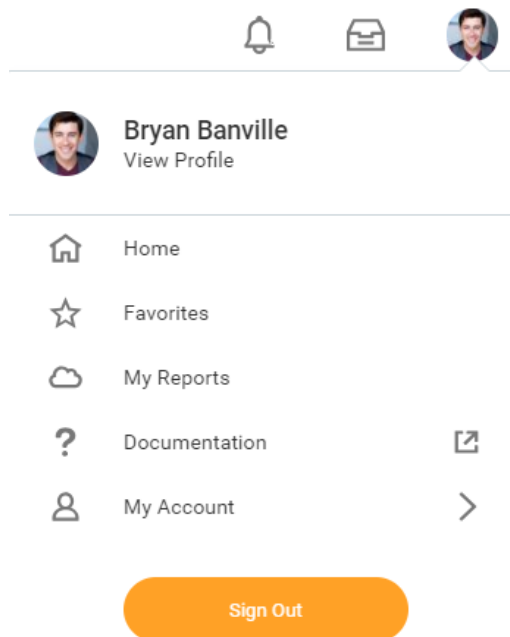
Sign in

3. This will take you to GCCCD's Single Sign on Service screen. Type your normal password.
4. Click **Sign in**.
5. Your Workday Home screen will display.

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.