Student Hourly Worker

Workday Login & Password Change Guide

Student Workers can have two login accounts: One as a Student and one as a Student Worker. Please note that both accounts are in email address format.

Student Worker Account: Used <u>only</u> to log on to Workday for reporting time worked. The Workday account is not an email account used for sending and/or receiving email as you would with your regular student email account.

Below please see the difference between a Student account vs a Student Worker account. This will help you successfully log into Workday as a new Student Worker.

As a Student:

Email Format: FirstName.LastName@students.gcccd.edu

- Uses a dot "." Between the first and last name
- Uses a student account - @ "students.gcccd.edu"

As a Student Worker Logging into Workday:

Email Format: FirstName_LastName@gcccd.edu

- Uses an underscore "_" Between the first and last name
- The "student" is removed and only shows @ "gcccd.edu"

Logging into Workday – First Time Login for Student Worker

1. Open up a new web browser: Workday recommends Chrome.
2. Enter the following URL: https://www.myworkday.com/gcccd
3. Enter your Student Workday Login username: firstname_lastname@gcccd.edu and press enter.

    Note: Ignore spaces in names. Use the hyphen for a hyphenated name.

    This initial screen will now verify your account then load another screen for your password.

4. Enter your password. The default password will begin with "wd" followed by your birthdate. The **Month and Date in two digit format, and the Year in four digit format**.

    a. Format: **wd**MM-DD-YYYY
    b. For Example: Birthday is May 5th, 1984
    c. Password Example: **wd**05-05-1984

5. You should now be logged into Workday.

    a. Recommended to Bookmark this page.
    b. Press the "Home" icon (top left corner) at any time to return to this page.

LOG OFF! Always log off your account when you are done using Workday.

Closing the window browser will NOT log you out of Workday. Properly logging out will ensure no other users can access your account and not use your account unknowingly.

➢ **Sign out by navigating to the top right corner and selecting the cloud icon. At the bottom of the menu, select the "sign out" orange button.**

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Changing your Password

We recommend you change your password as soon as you login to Workday for the first time.
Note: You must be logged in as yourself on a campus computer. A public computer will not work.

1. While logged into the computer, click the CTRL + ALT + DEL keys at the same time.
2. Select **Change Password** from the menu selection.
3. Enter the old password (see above) once and the new password twice. The new password should follow these rules:
   a. Minimum of 8 characters
   b. At least one upper case
   c. At least one lower case
   d. At least one of either a Special Character or a Number
   e. The password may not contain the word "pass" or any part of the user name.

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