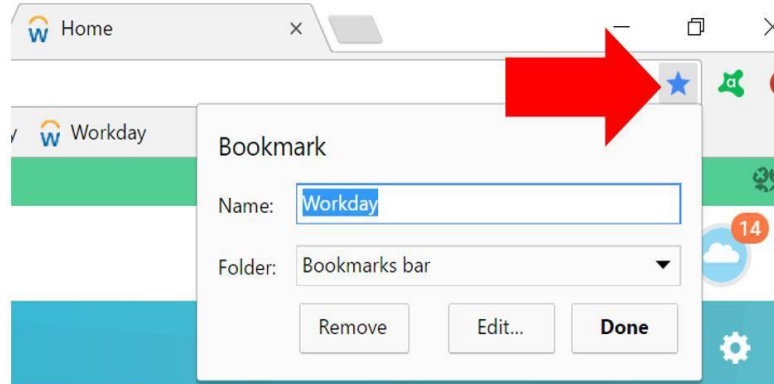# SHORTCUTS TO THE WORKDAY WEBSITE

BOOKMARK WORKDAY USING CHROME

From the **Workday Home** screen:

1. In the URL at the top of the page, select the star icon on the right.
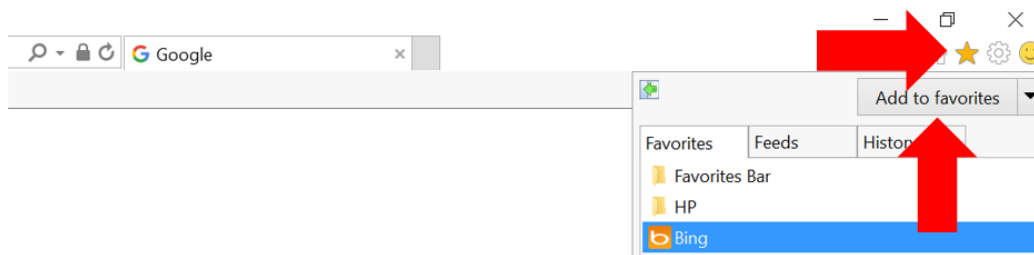2. Type **Workday** in the name field of the Bookmark popup.

3. Click **Enter** or **Done.**
4. You will now see the Workday bookmark at the top of your browser every time you start the Chrome browser.

   NOTE: The bookmark 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.
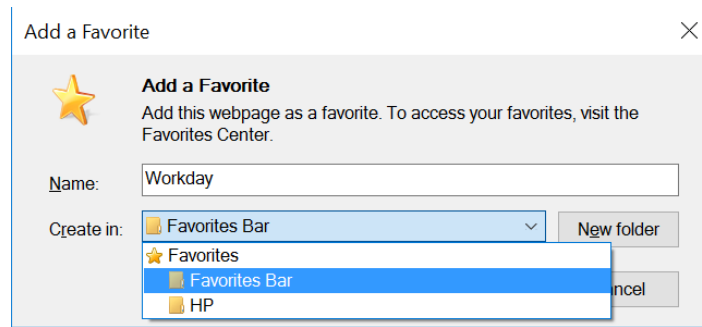
BOOKMARK WORKDAY USING INTERNET EXPLORER

From the **Workday Home** screen:

1. At the top right of the browser window, select the star icon.
2. Select **Add to favorites.**

3. Type **Workday** in the Name field.
4. Use the drop down list to indicate **Favorites Bar** in the name field of the Bookmark popup.
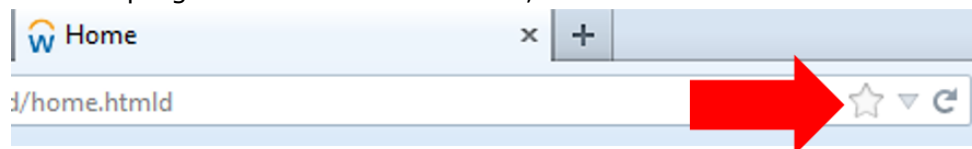
5. Click **Enter** or click **Add**.
6. You will now see the Workday bookmark at the top of your browser every time you start the Internet Explorer browser.

   NOTE: The bookmark 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.
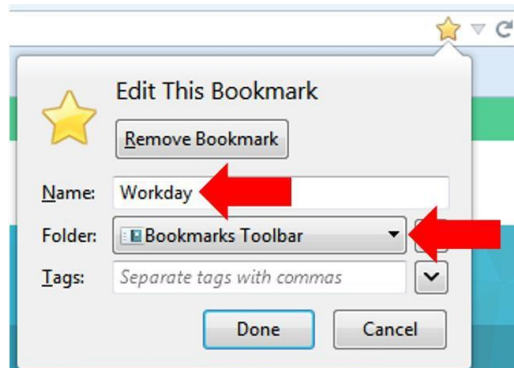
BOOKMARK WORKDAY USING FIREFOX

From the **Workday Home** screen:

1. At the top right of the browser window, select the star icon.

2. Click on the gold star icon again.
3. Type **Workday** in the Name field.
4. Use the drop-down arrow to select **Bookmarks Toolbar** for the Folder.
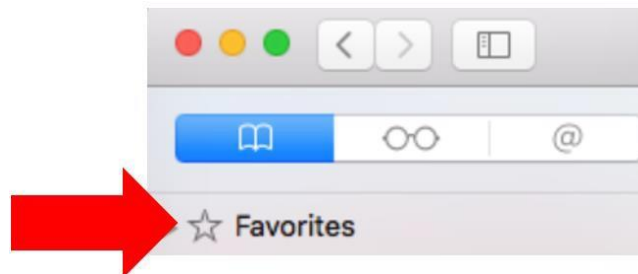

5. Click **Done**.
6. You will now see the Workday bookmark at the top of your browser every time you start the Firefox browser.

   NOTE: The bookmark 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.
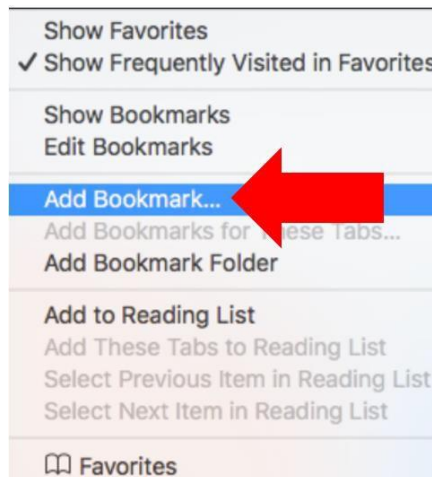
BOOKMARK WORKDAY USING SAFARI
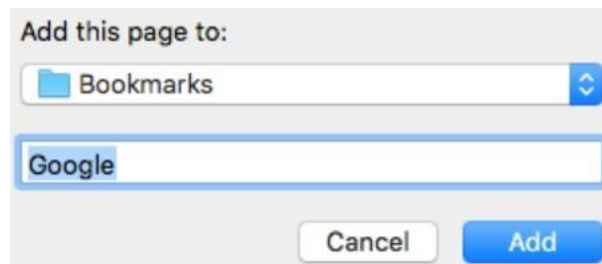
From the Workday Home screen:

1. At the top left of the browser window, select the star icon.

2. Select **Add Bookmark.**

3. Safari may verify that you wish to create the bookmark. Click **Add Bookmark**.
4. Verify where you wish to add the Bookmark.
5. Type Workday to name the link click **Add.**

NOTE: The bookmark 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.