



WORKDAY LOGIN & PASSWORD GUIDE

NEW HIRE ONBOARDING

NETWORK USERNAME AND PASSWORD

Login username: firstname.lastname@gcccd.edu

Password: The default password will be your (all lower case):

first Initial + dot + last Name + dot + Requisition Number + exclamation point

Example

- a. Name: John Smith
- b. Requisition Number: r-00542
- c. Password Example: **j.smith.r-00542!**

Note:

- Your Requisition number can be found in the Onboarding Welcome email sent to you.
- Ignore spaces in names. Use the hyphen for a hyphenated name.

LOGGING INTO WORKDAY – FIRST TIME LOGIN

1. Open up a new web browser: Workday recommends Chrome.
2. Enter the following URL: <https://www.myworkday.com/gcccd>
3. Enter your login username
4. Enter your password



NOTE: You may be prompted to set up your off campus login. Please refer to the "Setup Workday Access Off Campus" guide found in your Onboarding Welcome email.

CHANGING YOUR PASSWORD

We recommend you change your password as soon as you login to Workday for the first time on campus (or on your start date).

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.