

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Getting Started with Workday: Logging in and Navigation

Bonner Scholars or Federal Work-Study students who receive financial compensation for their community-engaged work need to have their hours verified on a bi-weekly basis in an online platform called Workday. This guide provides step-by-step instructions on how to log in and navigate Workday.

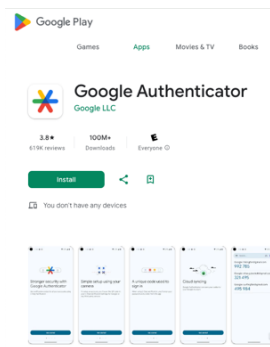
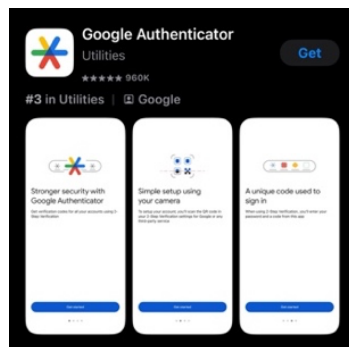
Loggin In

1. A Workday login invitation will be sent to you with your username and password.
2. Before you login to Workday, you **MUST** download Google Authenticator to your Apple or Android device (on your phone).
 - This provides 2-step verification when using Workday on your computer. You will need this to authenticate into the Workday System.

Please note: You need to have an iPhone version 5.0 or higher or an Andriod versions 6.0 or higher.

A. How to download the Google 2-step Authentication app on your phone

- For iPhones/Androids
 - Go to App Store/Google Play and download/install Google Authenticator (see below)

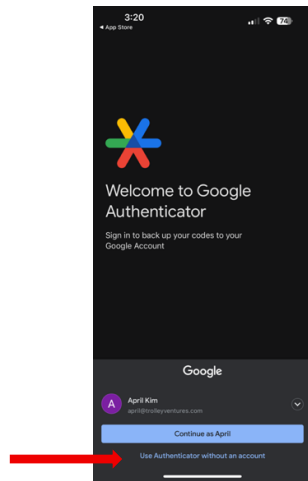


OR

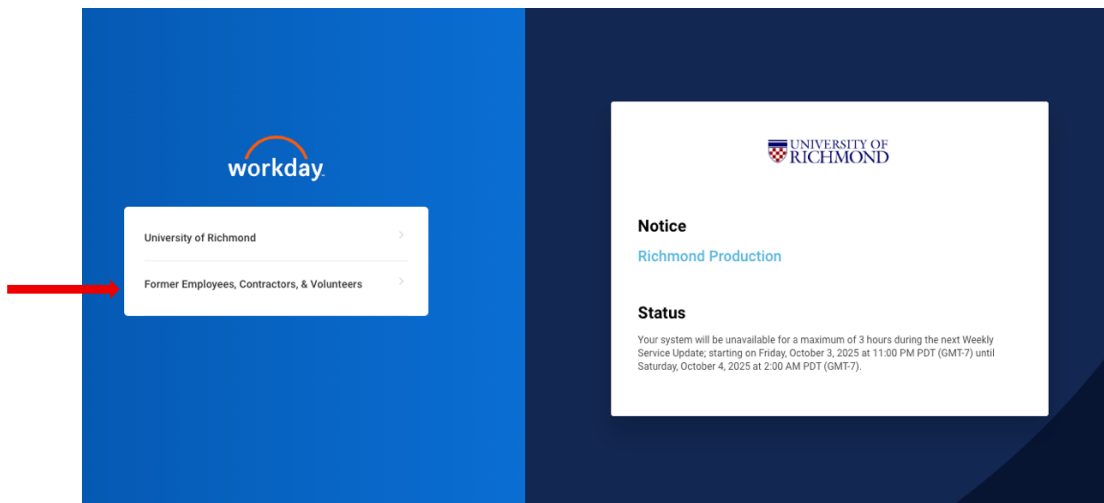
- Once the download/install is complete, click open the app on your phone
- Click **"Get Started"** (see below)



- Then tap **“use without an account”** (see below)



- Stop here, then on your computer go to Workday.Richmond.edu. Click **“Former Employees, Contractors, & Volunteers”** (see below)

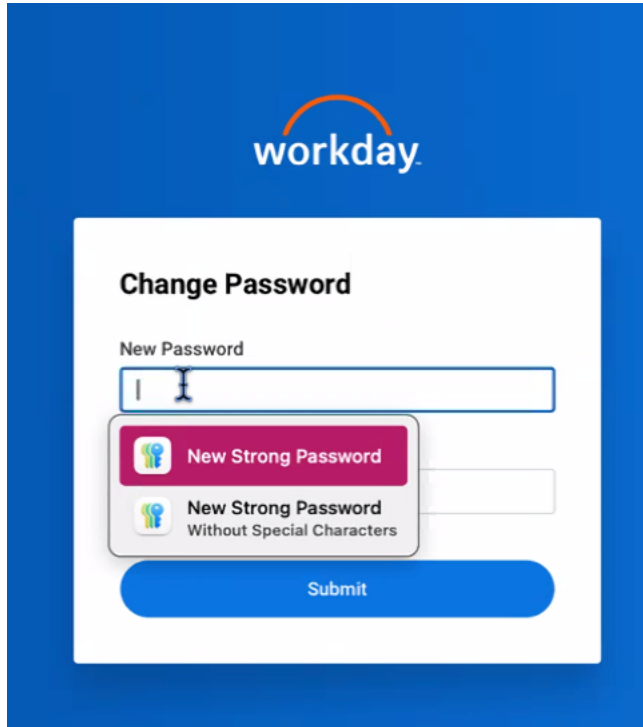


- Log in using your assigned credentials
 - Username
 - Password

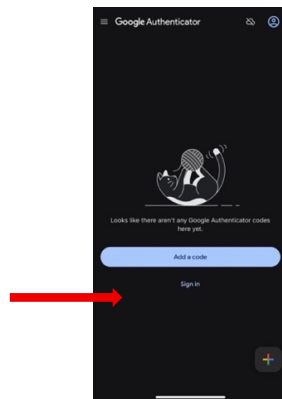
Please Note: If you get an error message “Invalid user name or password” (see image below)

Then click **“Forget Password”**

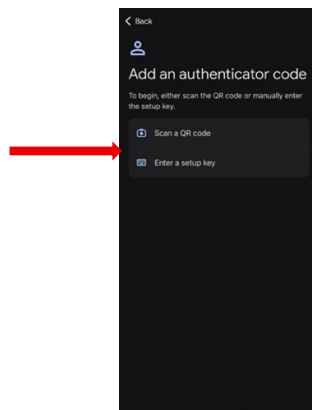
Then check your inbox for an email from “RichmondWorkday.” Then open that email and click on link to **Change Password**. It should take you to the image below.

The image shows a Workday 'Change Password' interface. At the top is the Workday logo. Below it, the title 'Change Password' is centered. Under the title is a 'New Password' label above a text input field. A password strength indicator is overlaid on the input field, showing two options: 'New Strong Password' (highlighted in pink) and 'New Strong Password Without Special Characters'. Below the input field is a blue 'Submit' button.

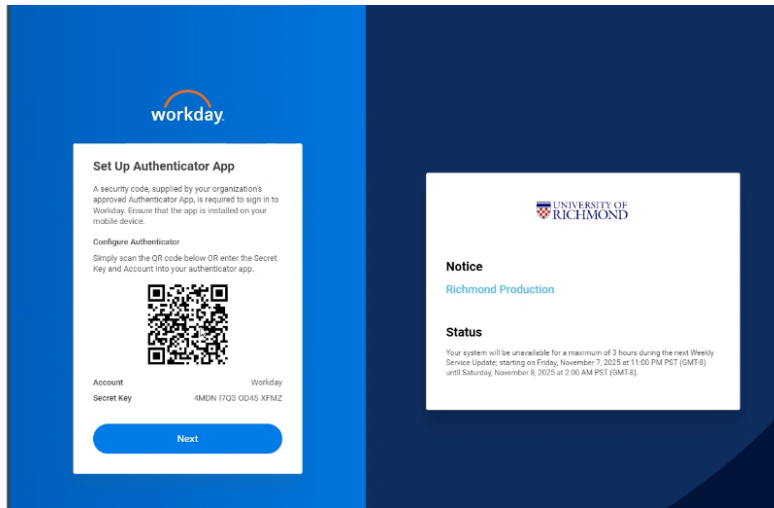
- Next, go back to your phone and open your Google Authenticator App and click on “**Add Code**” (see below)



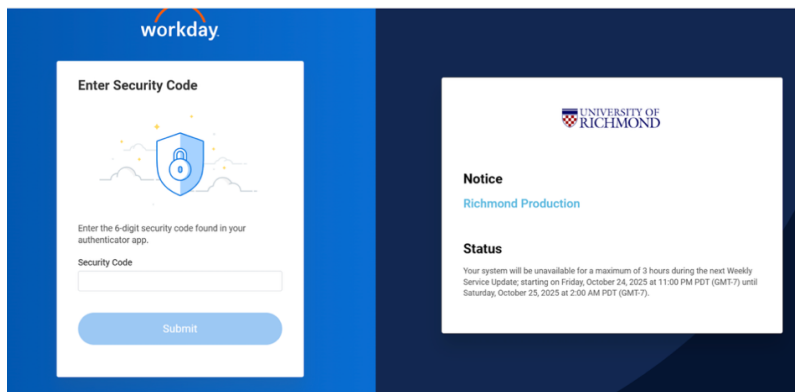
- Then, you will see this screen, tap on “**Scan a QR Code**” (see below)



- Stop here. Now on your computer, it should display this screen below for you to scan the QR code with your phone's camera.



- Once you scan the QR code with your phone, your computer will ask you to enter the security code that your phone generates. Type in the code in your computer (code is only valid for 30-seconds).

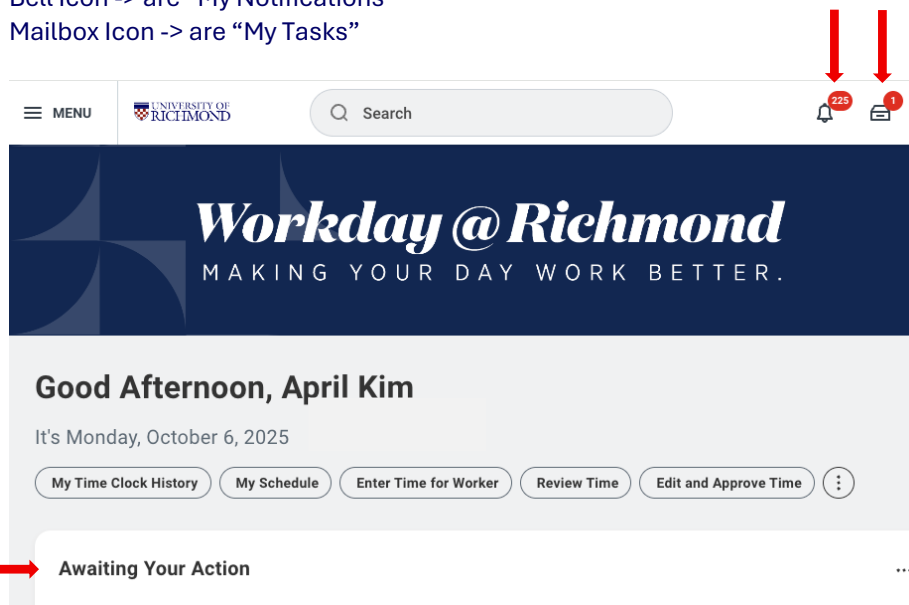


- Click YES to Remember this Device.
- Then the next screen should be your Workday homepage.

Workday Homepage & Navigation

Once you have logged into Workday, it will take you to the homepage. In the upper right-hand corner are the following items:

- Bell Icon -> are "My Notifications"
- Mailbox Icon -> are "My Tasks"



Please click on both icons as there are items you are required to complete. Items requiring your attention will be in the “Awaiting Your Actions” section. Please complete each item in in this section.

Workday Compliance Agreement

Once community partners log into Workday, the Workday Agreement will be section titled “Awaiting Your Action” or in the task inbox. Below is a screenshot of the task.

- Community partners must need to click the box for “**I Agree**” and click **Submit**.

Review Documents Review Documents for Onboarding:

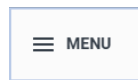
Documents

Document	 Offsite Bonner Workday Agreement
Instructions	Please review the Community Partner Workday agreement.
Signature Statement	I acknowledge that I have read, understand, and agree to abide by these standards. I further understand that failure to comply with these standards may result in revocation of eligibility for participation in the programs with the University of Richmond.
I Agree	☐

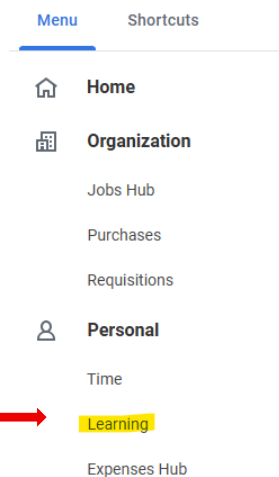
FERPA Training

To complete the FERPA training, community partners can locate the training module by following these steps:

- On the top left corner of your homepage, click “**Menu**.”



- Select “**Learning**”



- The FERPA training module should be visible in the Learning homepage in the “**Required for You**” section.

