

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Getting Started with Workday: Logging in and Navigation

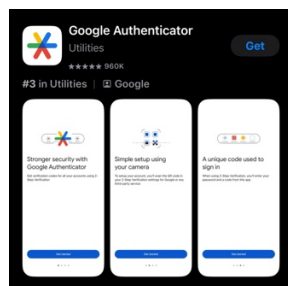
Bonner Scholars or Federal Work-Study students who receive financial compensation for their community-engaged work need to have their hours verified on a bi-weekly basis in an online platform called Workday. This guide provides step-by-step instructions on how to log in and navigate Workday.

Login 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.

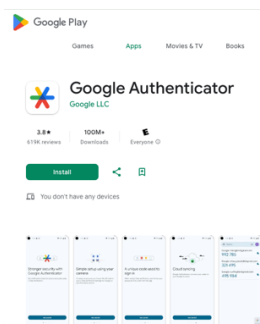
How to download the 2-step Authentication app on your phone

- Via Google Authenticator
 - For iPhones
 - Go to app store and download/install Google Authenticator.



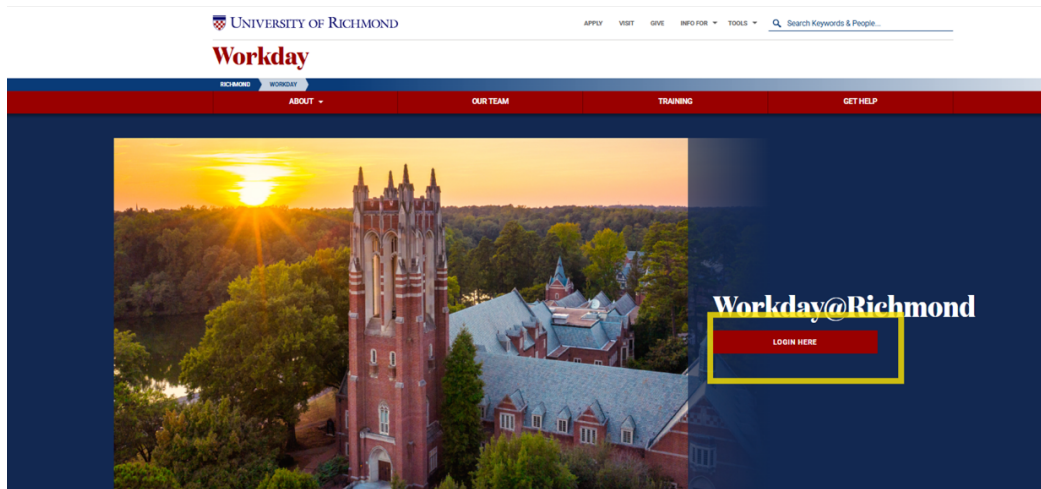
- Once the download/install is complete, click open the app on your phone launch and click “Get Started” proceed with the two-factor authentication.

- For Android
 - Go to Google Play and download /install Google Authenticator.

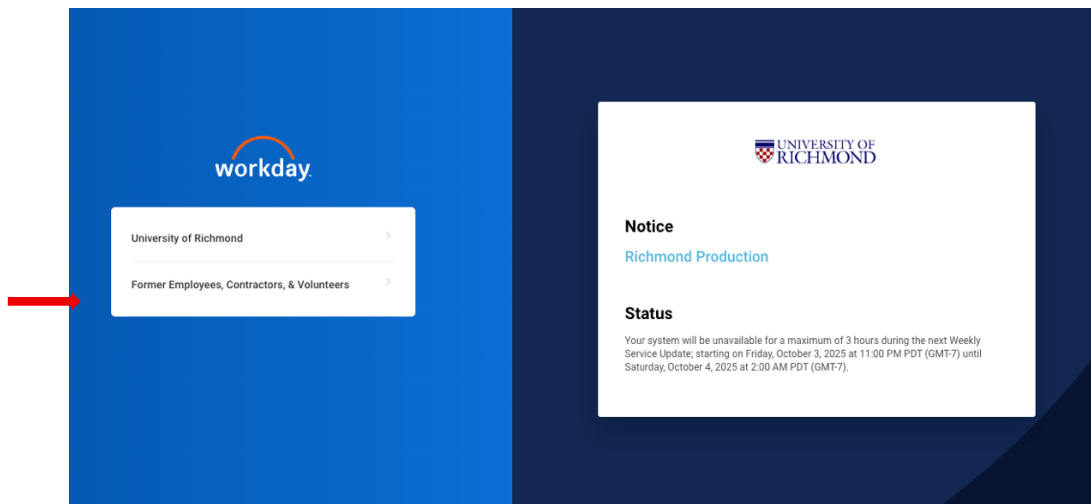


- Once the download/install is complete, open the app on your phone launch and click “Get Started” proceed with the two-factor authentication.

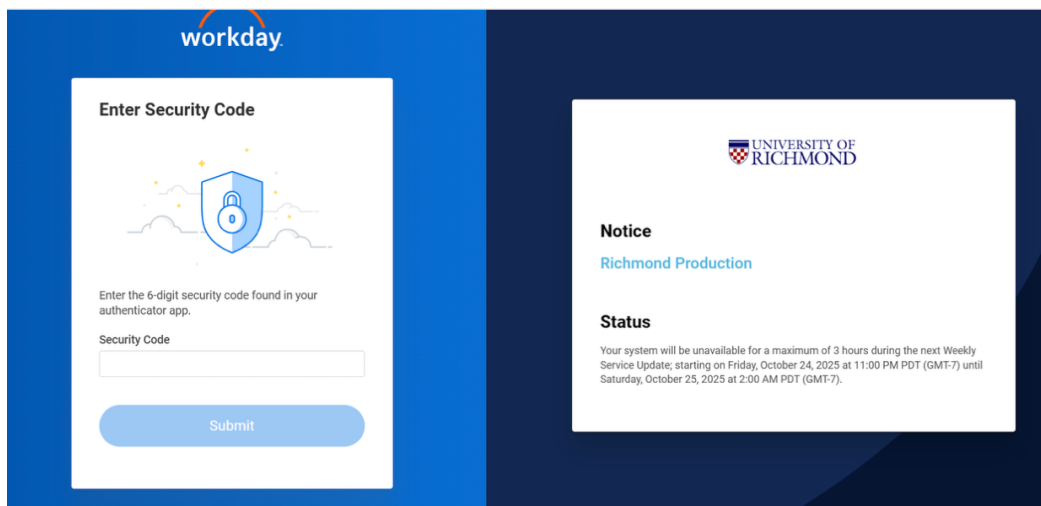
3. Navigate to the UR Workday login page (workday.richmond.edu).



4. Click "LOGIN HERE."
5. Then select the option "Former Employees, Contractors & Volunteers."



6. Login with the credentials provided via email.
 - o Your work email address
 - o Your password
7. The next screen should be the authentication screen (see below).

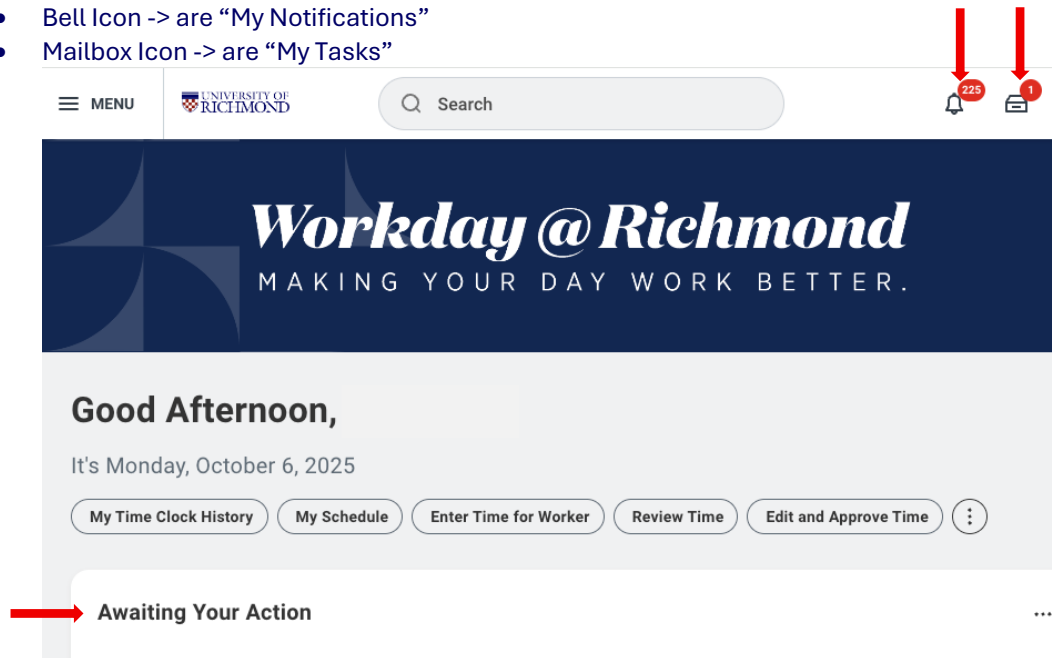


8. To authenticate, get the security code from your phone and enter the security code in Workday.

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: Justin Longo | Name of Site :025 Approve

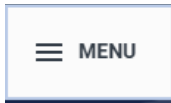
Documents

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	☐

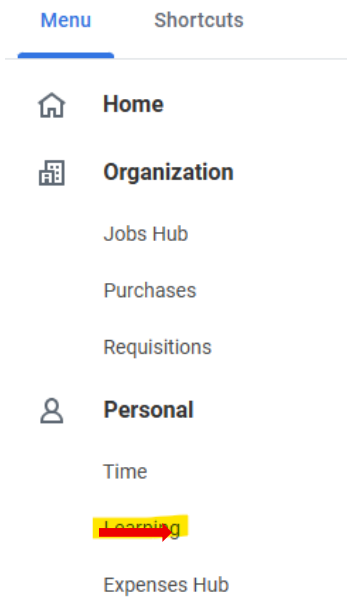
FERPA Training

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

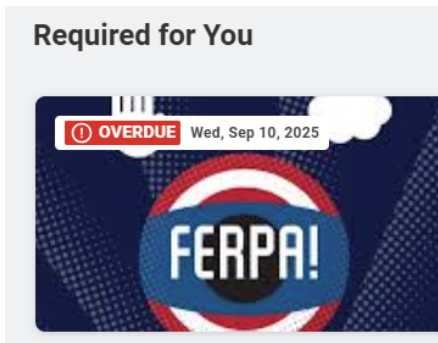
- On the top left corner of your homepage, click “Menu.”



- Select “**Learning**”



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



- If it’s not immediately visible, please click on “**My Learning**” to get to the FERPA Training.

