

## Workday: Download and login instructions

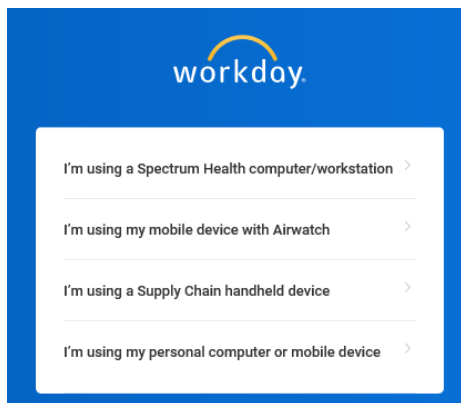
**Important note:** When logging in from a personal computer or mobile device or a Supply Chain handheld device, your Workday password will not be the same as your Spectrum Health network password. You will need to reset your password the very first time you log in to activate your Workday account. **This will not change your Spectrum Health network password.**

**If you have Spectrum Health email and applications (e.g., Teams, Outlook) on your mobile device:** Download Spectrum Health applications from the Hub app on your mobile device. Simply open the Hub app, tap App Catalog, and install Workday.

**If you do not have Spectrum Health email and applications on your mobile device:** Follow the instructions below to download and log into the Workday app.

- On your mobile device, open your app store and search for Workday. Install the app and tap Log In
- Enter Organizational ID **spectrumhealth** and tap the blue arrow

The following four login options will appear:



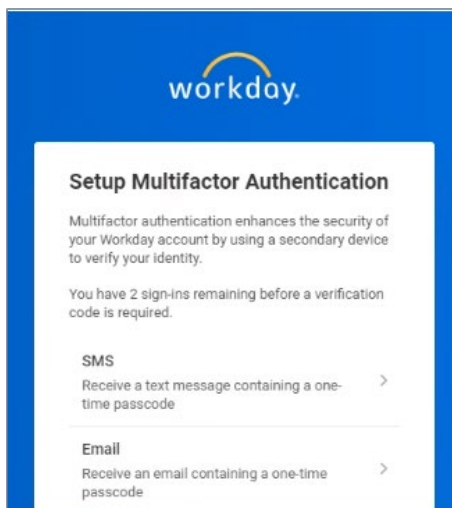
- **Choose “I’m using my personal computer or mobile device”**
  - If this is your first time logging into the Workday app:
  - Click **Forgot Password** and complete the following prompts.
    - **Important Note:** The email address you enter in the reset password process must already be in your Workday profile in order to receive the email.
    - **Reminder:** This will not change your network password; it will only be used for the Workday app.
- You will see a “Success!” message, however if you do not receive an email, it means the email address you entered is not in your Workday profile.
  - To add it, log into Workday from a Spectrum Health device and go to **View Profile > Actions > Personal Data > Change my Home Contact Information** or call Human

Resources People Solutions Center at 616.486.SHHR (7447).

- Click on the **Reset Your Password** link in the email you received.
- Create your new password and click **Submit**.
  - **Note:** New passwords must be at least 8 characters and contain an upper case, lowercase, a number, and a special character.

Next, you will be asked to conduct an authentication process to log in for the first time. Pick a way to receive a one-time verification code.

- **Important Note:** Your mobile number and/or home email must already be entered in your Workday profile to use that option.



- Check your email or text messages for the verification code, enter it in the Workday app and click **Continue**, then click **Finish**.

You should now be successfully logged into Workday.