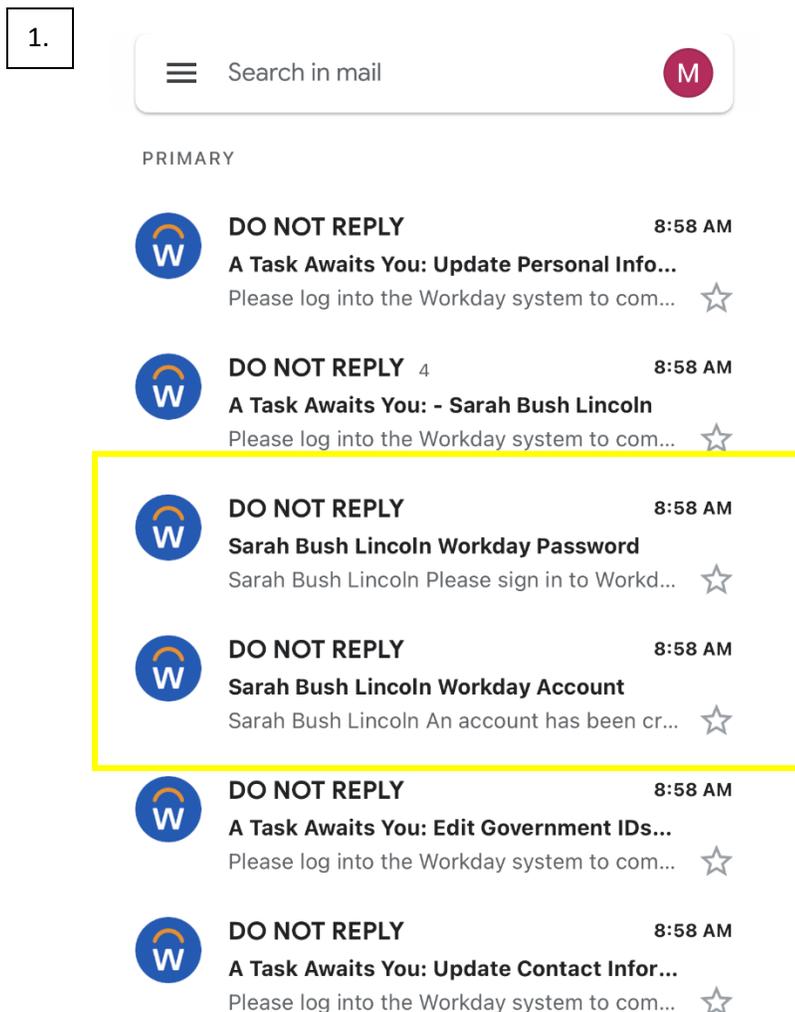


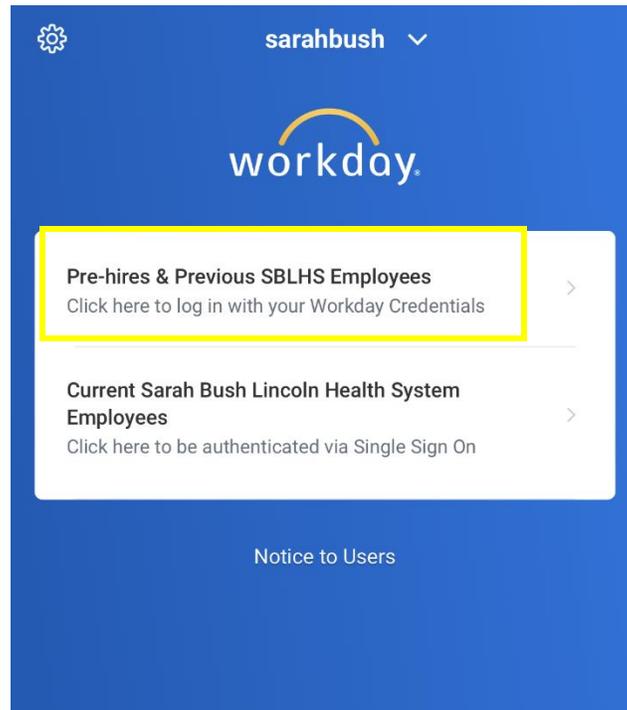
Logging in to Workday

Pre-Hire User Guide - Mobile

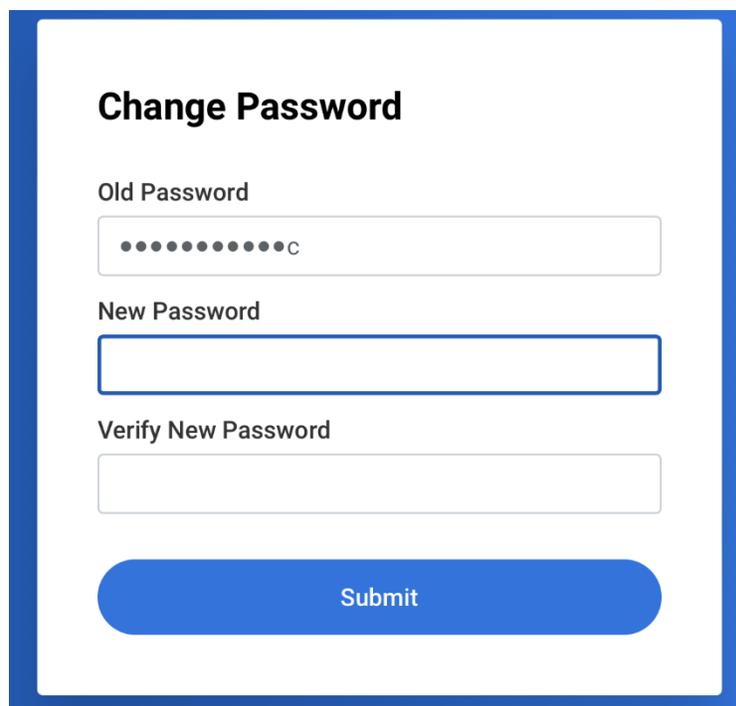
1. You will begin to receive multiple emails from Workday. Locate the emails titled “Sarah Bush Lincoln Workday Account” and “Sarah Bush Lincoln Password”.
2. Click the link embedded in the email. Select “Pre-hires & Previous SBLHS Employees”
3. Login with the username and password provided. You will be prompted to change your password upon first login.
4. Next, you will be prompted to set up email authentication. Chose “Set up Now”, then “Send to Email.” Return to your email to retrieve verification code. Enter the verification code and select “Continue”.



2.



3.



Change Password

Old Password

New Password

Verify New Password

Submit

4.



Set Up Email Authentication

Add an email to keep your account secure. Workday will send passcodes when you log in going forward.

Set Up Now

[Sign Out](#)

Send Verification Code



We will send a verification code to your email address so it can be used to verify your identity.

Email Address
mel****oln@gmail.com

Send to Email

Back



Dear Sarah Bush Lincoln,

Enter the passcode below to log into Workday from your browser:

823868

This passcode is valid for 3 minutes.

Enter Verification Code



We sent a verification code to mel****oln@gmail.com. Enter this code to verify this email address.

Verification Code
823868

Continue

Back