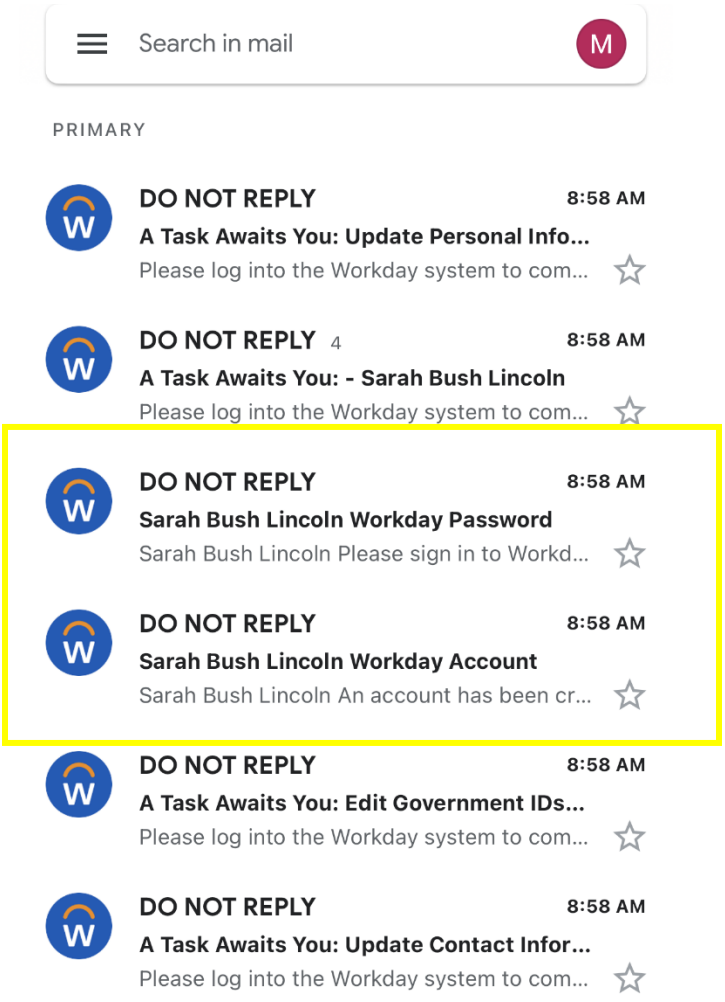
Logging in to Workday

Pre-Hire User Guide - Mobile

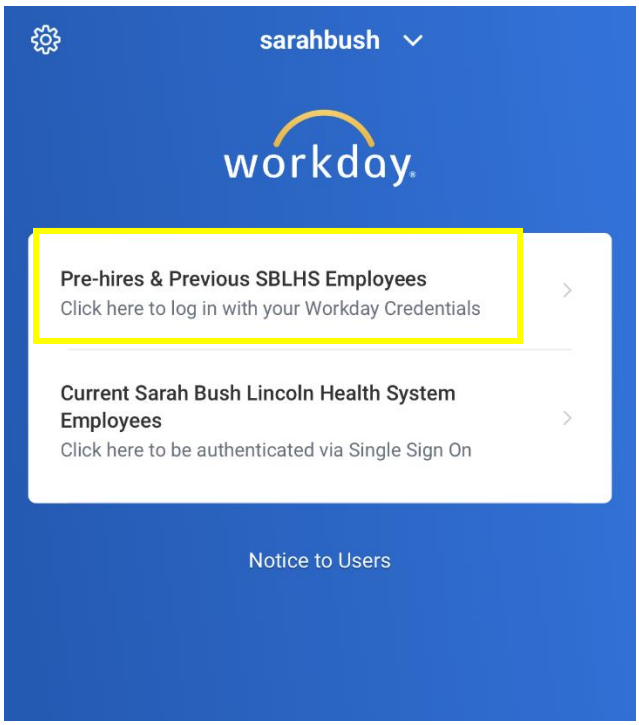
1. You will begin to receive multiple emails from Workday. Locate the emails titled “Sarah Bush Lincoln Workday Account” and “Sarah Bush Lincoln Password”.
2. Click the link embedded in the email. Select “Pre-hires & Previous SBLHS Employees”
3. Login with the username and password provided. You will 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”.

1.

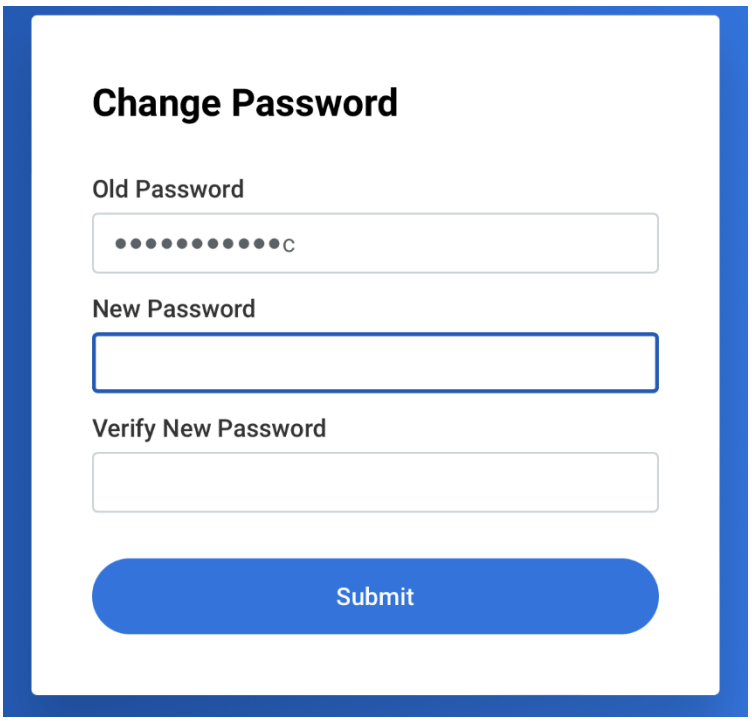


Sarah Bush Lincoln
Trusted Compassionate Care

2.



3.



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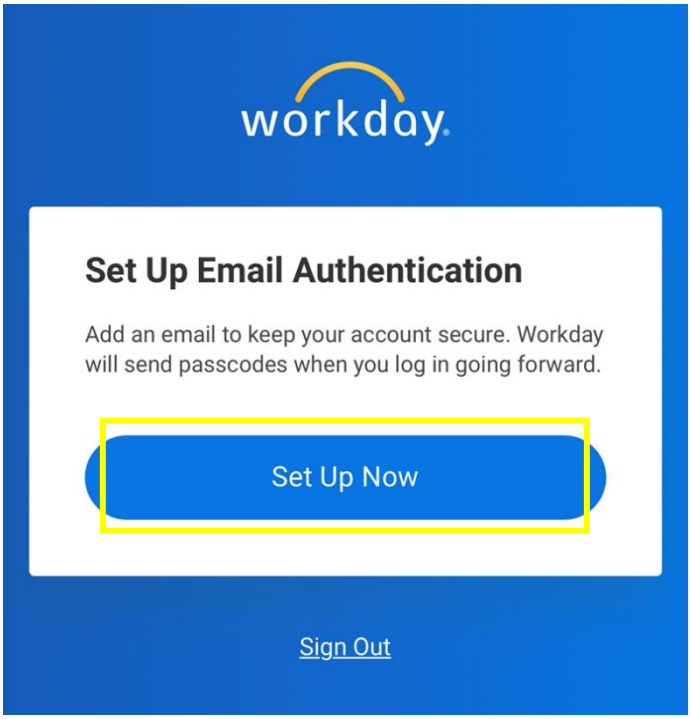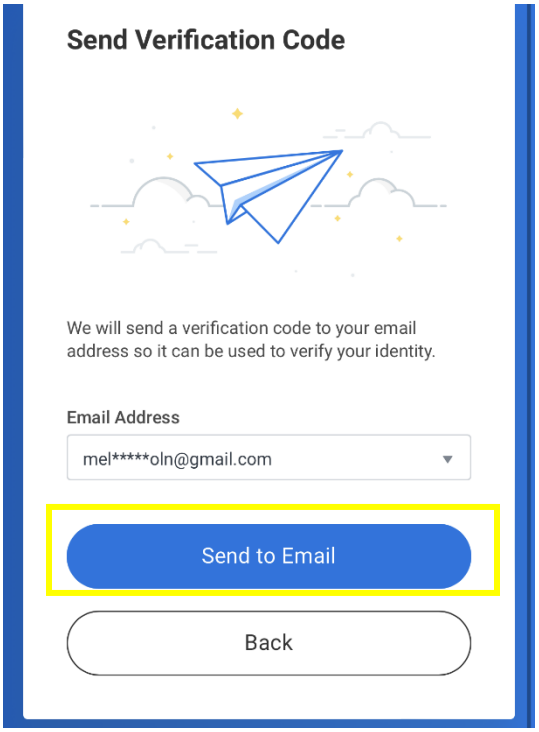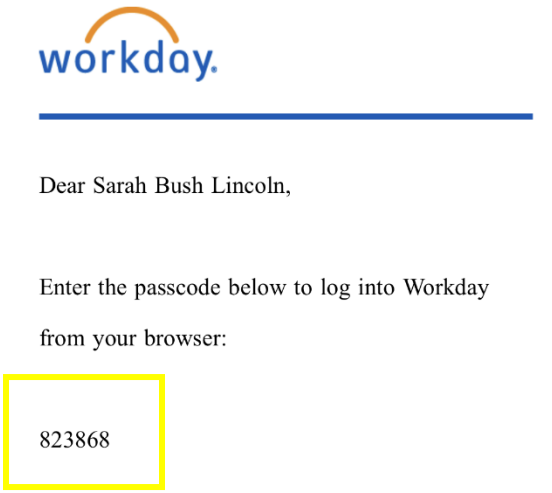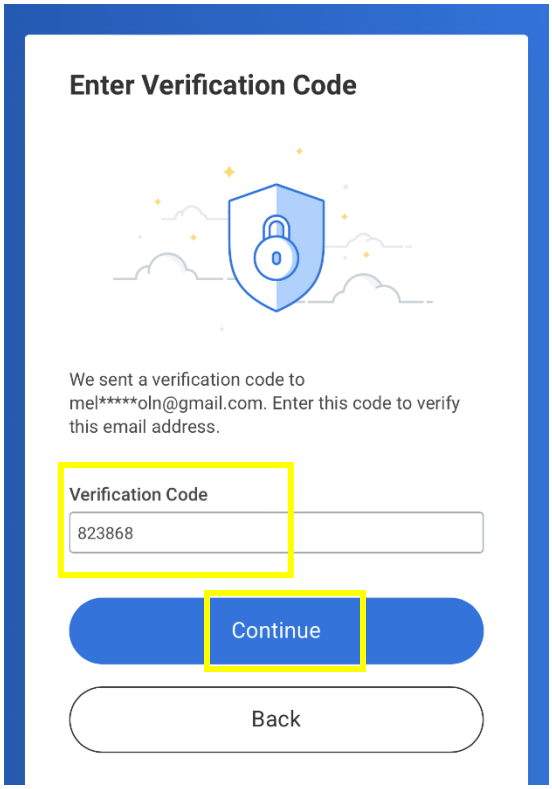
4.