



SETTING UP ACCESS TO WORKDAY OFF CAMPUS

On a Computer/Laptop



1 Click on the link for **Workday**.

2 Enter your Gundersen credentials. Click **Sign In**.

GUNDERSEN HEALTH SYSTEM.

Sign in with your organizational account

someone@example.com

Password

Sign in

Note: Your Gundersen credentials are your GHS email address and password

3 Click on **Start setup**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

Protect Your Gundersen Health System Account

Start setup

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this

4 Select where you want to receive your authentication prompt. Click **Continue**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

What type of device are you adding?

- Mobile phone **RECOMMENDED**
- Tablet (iPad, Nexus 7, etc.)
- Landline
- Security Key (YubiKey, Feitian, etc.)
Requires Chrome to use Security Keys.

Continue

Note: Mobile will send a text message, Landline will send an automated phone call

5 Enter your phone number and check the box below to verify. Click **Continue**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

Enter your phone number

United States

+1 [redacted] ✓

Example: (201) 234-5678

You entered (608) [redacted]. Is this the correct number?

Back Continue

6 Complete final step based on how you responded in Step 4.

If you selected Mobile Phone:
Select the type of phone. Click **Continue**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

What type of phone is 608-[redacted]?

- iPhone
- Android
- Other (and cell phones)

Back Continue

If you selected Landline:
Select your preferred authentication method. Click **Continue to Login**.

For security reasons, we require additional information to verify your account ([redacted]@gundersenhealth.org)

GUNDERSEN HEALTH SYSTEM. Settings

+ Add another device

Default Device:

Landline 608-[redacted]

When I log in:

- Ask me to choose an authentication method
- Automatically call this device

Saved Continue to Login

7 You are now logged into Workday.



For questions, please call 608-782-7300, and ask for extension 77109

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