Obtaining Your Workday Log in Credentials

OBTAINING YOUR WORKDAY LOG IN CREDENTIALS

NEW EMPLOYEES TO THE UNIVERSITY

If you are a **new hire** to the university, you will also receive an **email** from **McGill IT Services** to your **primary home email/personal email** that contains the following:

- Your **McGill Username**: e.g., first.lastname@mcgill.ca
- **McGill Username password** set-up instructions
- [Two-factor authentication (2FA)](#) set-up instructions

> ⚠️ It may take up to 24 hours to create your McGill Username account. Please wait up to one day before contacting IT Services to follow-up on the status of the email.
>
> It is important to **not** attempt to log into Workday before receiving the McGill IT Services' email

RE-HIRED EMPLOYEES TO THE UNIVERSITY

If you are being **re-hired at the university**, please wait for the **Workday Onboarding Notification Email** (sent to your primary home email/personal email address) and then verify your previous **McGill Username(s)** assigned to you:

How to Verify the McGill Username(s) Assigned to you in Minerva

1. Log into [Minerva](#) (follow the onscreen instructions if you don't know your McGill password)
2. Once you are logged in, go to the **Personal Menu**, click on **Password for McGill Username:**

3. Enter a **new McGill Password**, according to the onscreen instructions. Re-enter the **new Password** and click **Submit New Password**.
   - **Note:** It may take up to 5 minutes for your New Password to take effect.
   - If you have both Employee and Student accounts, your McGill Password will be automatically synced.

4. Also take a moment to view the [McGill Password Reset Checklist](#) for devices and applications that may be affected.

> **Support:** If you require assistance with the setup, you can start a live chat with an IT Service Desk agent **Monday to Friday, 9am-5pm EST**. To begin a chat, log in to the [IT Support site](#) and click the blue **Click here to start a chat** button on the right side of your browser window. Alternatively, you can book a [one-on-one virtual support session](#).

MCGILL STUDENT HIRES OR STUDENT RE-HIRES TO THE UNIVERSITY

1. **Newly hired student workers** (have never been employed at the University) and **Student Re-hires** (previously employed at the university): will receive **an email** from **McGill IT Services** to your **student email account** and to the **personal email account** (the email account used to create **Workday Candidate Home Account** during the application process). The email will contain the following information:

   - Your **McGill Username/email address**: e.g., first.lastname@mcgill.ca
   - **McGill Username password** set-up instructions
   - Two-factor authentication (2FA) set-up instructions

   ⊘ It may take up to 24 hours to create your McGill Username account. Please wait up to one day before contacting IT Services to follow-up on the status of the email.

   It is important to **not** attempt to log into Workday before receiving the McGill IT Services' email

How to Verify the McGill Username(s) Assigned to you in Minerva

1. Log into Minerva (follow the onscreen instructions if you don't know your McGill password).

2. Once you are logged in, go to the **Personal Menu**, click on **Password for McGill Username:**

3. You can take a moment to reset your **McGill Password** (according to the onscreen instructions) if you'd like. **Re-enter the New Password** and click **Submit New Password**
   - **Note:** It may take up to 5 minutes for your **New Password** to take effect.
   - If you have both staff and student accounts, your McGill Password will be automatically synced.

4. Also take a moment to view the McGill Password Reset Checklist for devices and applications that may be affected.

   > For information concerning the difference between Student Account access versus Staff Account access, please refer to the following document: https://www.mcgill.ca/hr/files/hr/student_account_vs_staff_account_access.pdf.
   >
   > **Support:** If you require assistance with the setup, you can start a live chat with an IT Service Desk agent **Monday to Friday, 9am-5pm EST**. To begin a chat, log in to the IT Support site and click the blue **Click here to start a chat** button on the right side of your browser window. Alternatively, you can book a one-on-one virtual support session.

HOW TO LOG INTO WORKDAY FOR THE FIRST TIME

NEW EMPLOYEES AND RE-HIRES TO THE UNIVERSITY

1. If you are working off campus, first log into the Virtual Private Network **VPN** and then log into Workday. Also keep in mind that **McGill 2FA** is mandatory for VPN use.

2. Enter **Workday link:** https://workday.mcgill.ca/

> ✅ • Use the McGill URL provided above to log into Workday.
> • **Do not** search "Workday" in your internet browser as this will take you to the Workday Community, which is a Workday general site that is not linked to McGill.

3. Sign in using your **McGill Employee Username** and **password**.

   Exception: Existing student workers (currently employed at the university) that <u>do not</u> have an **Employee Username and Password** (@mcgill.ca) assigned to you, use your **Student Username and Password** (@mail.mcgill.ca) to log into Workday.

   > **Suggestion:** when logging into Workday with a Student McGill username, it is suggested by McGill IT Services to use a private browser (e.g., incognito window).

   McGill

   Sign in

   first.last@[mail.]mcgill.ca

   Can't access your account?

   Sign-in options

   [Back] [Next]

> Once your McGill (email) account is available, you can log in to the **Office 365 portal** to access your email inbox (even though you may not yet have a work computer).
>
> **Up Next:** Please review the **Onboarding Guide for New Employees** job aid for step-by-step instructions on the Onboarding tasks you need to complete to finalize your hire with the university.