

Obtaining Your Workday Log in Credentials

OBTAINING YOUR WORKDAY LOG IN CREDENTIALS.....	2
NEW EMPLOYEES TO THE UNIVERSITY	2
RE-HIRED EMPLOYEES TO THE UNIVERSITY.....	2
How to Verify the McGill Username(s) Assigned to you in Minerva	2
MCGILL STUDENT HIRES OR STUDENT RE-HIRES TO THE UNIVERSITY.....	3
How to Verify the McGill Username(s) Assigned to you in Minerva	3
HOW TO LOG INTO WORKDAY FOR THE FIRST TIME	4
NEW EMPLOYEES AND RE-HIRES TO THE UNIVERSITY	4

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**:

Password for McGill Username

Your McGill Password is used with your McGill Username (or Short Username) to access many IT services at McGill. If you have two McGill usernames (@mcgill.ca and @mail.mcgill.ca, for example), this password is the same for both.

Step 1: Close all other McGill apps

1. Close any other **browser windows** that may be logged in to McGill systems.
2. Close any **email apps** that access your McGill email.
3. Enable **Airplane Mode** on all your smartphones, tablets, and laptops to disable WiFi and syncing of McGill email.

View the McGill Password Reset Checklist for devices and applications that may be affected.

Step 2: Reset your McGill Password

1. Enter your new **McGill Password** in both fields below using the following rules:
 - 10 to 18 characters
 - Must not contain all or part of your name or McGill username
 - No spaces
 - No single or double quotes (" or ')
 - No special characters, symbols, passwords
2. Click **Submit New Password**.
3. Allow 5 minutes for the new password to take effect on all systems.

McGill Username (Employee):
McGill Username (Student):
Short Username (Employee):
Short Username (Student):
Enter New Password:
Re-enter New Password:

[Reset](#)

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**:

Password for McGill Username

ⓘ Your McGill Password is used with your **McGill Username** (or **Short Username**) to access many IT services at McGill. If you have two McGill usernames (@mcgill.ca and @mail.mcgill.ca, for example), this password is the same for both.

Step 1: Close all other McGill apps

1. Close any other **browser windows** that may be logged in to McGill systems.
2. Close any **email apps** that access your McGill email.
3. Enable **Airplane Mode** on all your smartphones, tablets, and laptops to disable WiFi and syncing of McGill email.

View the McGill Password Reset Checklist for devices and applications that may be affected.

Step 2: Reset your McGill Password

1. Enter your new **McGill Password** in both fields below using the following rules:
 - 10 to 18 characters
 - Must not contain all or part of your name or McGill username
 - No spaces
 - No single or double quotes (" or ")
 - (Esc or control) keys are allowed
2. Click **Submit New Password**
3. Allow 5 minutes for the new password to take effect on all systems.

McGill Username (Employee):

McGill Username (Student):

Short Username (Employee):

Short Username (Student):

Enter New Password:

Re-enter New Password:

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 do not 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.