To log into Workday

1. Navigate to the Workday home page: (https://www.bowdoin.edu/workday)

You will be able to log into Workday from several links and locations on the College website. You may want to add this URL as a personal bookmark.

2. Take a few minutes to check out the available resources (e.g., trainings, how-to guides, etc.) on this page and then click on the blue LOG IN button.

Enter your Bowdoin username and password. Press Enter or click on SIGN IN. For username and password issues, call 798-7070.

3. You will see the Workday dashboard with a few callouts indicating the location of SEARCH, PROFILE, and INBOX. Click on LET’S GET STARTED!

The colorful icons on your dashboard are called “worklets”. You may have different worklets depending on your Workday role, but all employees will have Personal Information, Pay, and Time or TimeOff worklets.

All employees also have a Workday inbox. Access your Workday inbox by clicking on your tiny photo (or cloud icon) to the right of your name.

For support, call 798-7070
Your inbox may contain Workday Actions awaiting your attention. When an item flows into your Workday inbox, you will also get an email in your Outlook inbox (campus email). You may view and sort Action items by date, due date, or other filters. Once an Action item is completed, it will move from the Actions portion of your inbox to the Archive section.

4. When you click on your photo or cloud icon to the right of your name, you will also see Notifications, Favorites, etc. and a button at the bottom of the list to Sign Out of Workday. If you receive a Notification, it may be part of a business process that does not require any action on your part -- HR or Payroll just wants you to be aware that the action has occurred.

5. Here are some handy reminders about working in Workday:
   a. Any boxes or fields marked with a red asterisk (*) are required fields and must be filled in.
   b. Helpful icons
      i. To enter or edit information in some fields click on the pencil
      ii. For date fields, click on the calendar icon to display a calendar to select a date
      iii. Some fields require you to choose your response from a list. To see the choice list, click on the prompt icon

When you are finished using Workday, be sure to log out.

To log out of Workday
1. Click on your tiny photo (or cloud icon) to the right of your name in the upper right hand corner of the Workday window.
2. Click the yellow Sign Out button at the bottom of the menu.

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