## **ABOUT WORKDAY**

Workday is Lewis & Clark's Human Resources (HR) information system designed to help you manage your HR information online.

## **WORKDAY LOGIN**

You can log in to Workday from any computer with internet access.

Your Lewis & Clark network user name and password is also your login for Workday.

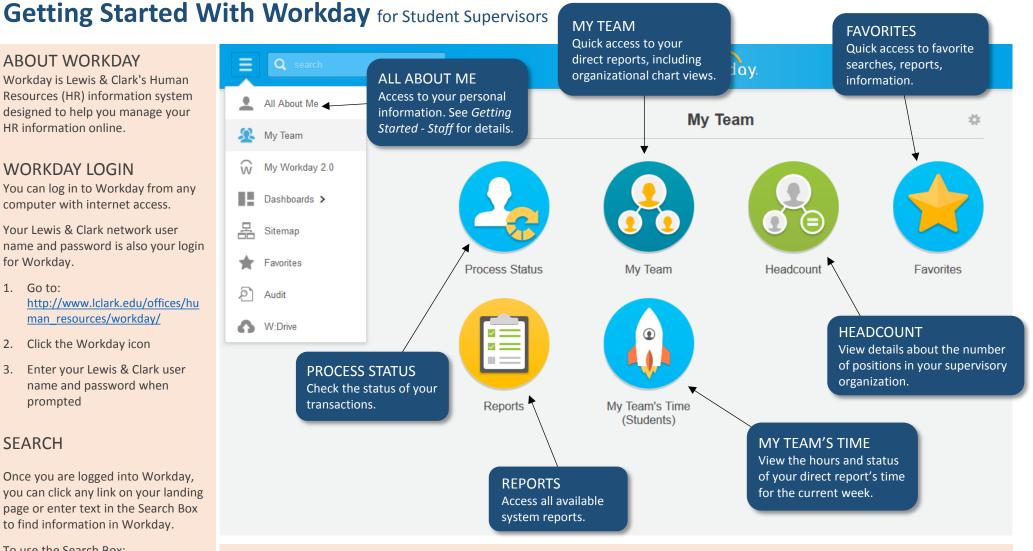
- 1. Go to: http://www.lclark.edu/offices/hu man resources/workday/
- 2. Click the Workday icon
- 3. Enter your Lewis & Clark user name and password when prompted

## **SEARCH**

Once you are logged into Workday, you can click any link on your landing page or enter text in the Search Box to find information in Workday.

To use the Search Box:

- Click in the search field in the top left corner of the screen
- Enter part or all of what you are searching for
- Press enter on your keyboard or click the arrow icon in the Search Box to display results



## **SUPPORT**

Workday job aids, learning materials, login link	http://www.lclark.edu/offices/human_resources/workday_faq.php
Workday Help - complete a service request for assistance in navigating the Workday system	http://www.lclark.edu/offices/human_resources/workday/
System, network and technical issues	consult@lclark.edu