

Workday Partner Access

Before giving access, HR must first enter an email address on the staff person's worker profile.

1. Click on the round circle in the upper right corner of your Workday screen. It will either be a picture of the staff person or a blue circle with a cloud.
2. Click "View Profile".
3. In the blue column to the left click on the word "Contact".
4. In the white section to the right click on the "Edit" button and select "Change Work Contact Information".
5. Scroll down to the Email section and click on the word "Add" and enter a work email and then click on the box "Primary" to make this their primary work email address.
6. Click "submit".

Use this link: <https://www.myworkday.com/wycliffe/d/home.html> in a Chrome browser. Bookmark the link for future use.

You will need to set up a password via the following steps:

1. Choose the **Partners of Wycliffe** tile, it is for partner organizations.
2. To create a password, use the **Forgot password?** link on the login screen, located on the lower left side.
3. Enter your username, normally this is your first name_last name (i.e. john_doe) then click the **Send me a link** button.
4. Next will be a verification screen that tells you where the reset email was sent. If you do not have access to the reset email address, click the arrow next to the recovery option to have it sent to the Customer Help Team.
5. You will receive an email from the IdP system with a password reset link.
6. The new password needs to meet the criteria on the right hand side, needs to be typed in both boxes, and cannot have been used before (in the last 10 times).

If you need any help with this process or if you do not receive the email please contact [Computer Help](#).



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For questions, email support@workdayteam.org.