

# Self-Service: Accessing Workday

Audience



All Team Members

## How to Access

### In a Browser

- Click the Workday link on the Intranet or,
- Enter the Workday URL:
  - <https://wd5.myworkday.com/masseyservices/login.html>

### On Mobile

Select the App on your mobile device

## How to Log In

### Have a Massey Email?

Choose this option: SSO

- Sign in using your normal computer log in credentials and verify through Microsoft authenticator.

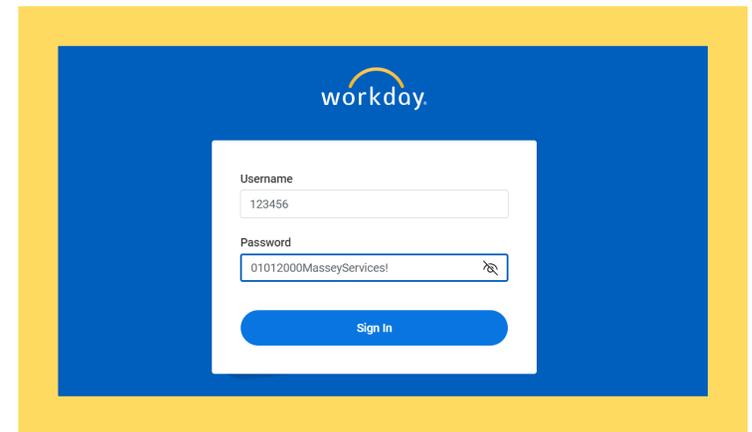
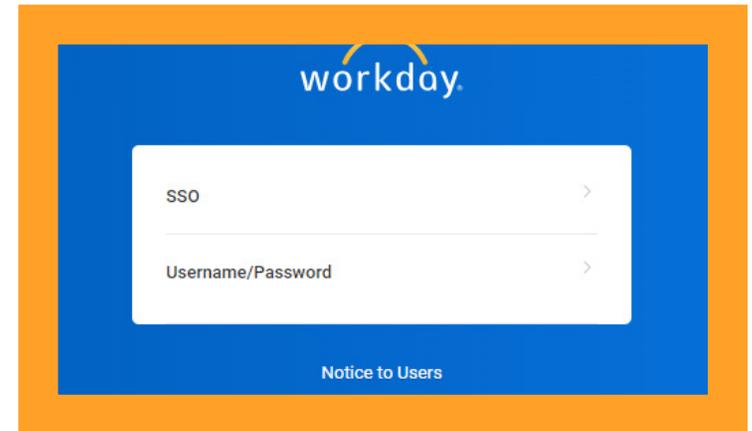
### Don't Have a Massey Email?

Choose this option: Username/Password

1. Username: employee ID
2. Password: 16+ digit password
3. Verify: choose email (Do not choose text! It doesn't always work!)
4. Authenticate: enter the verification code

### New Here?

- **Temporary Password:** You have been emailed a temporary password
- **Change Password:** After logging in with your temporary password, you must change it immediately.



**Forget your password? Need to reset your verification method? Need other Workday help?**



**There's a Helpdesk for that!**

[workday\\_helpdesk@masseyservices.com](mailto:workday_helpdesk@masseyservices.com)