Getting Started: How To Access Workday

ACCESSING WORKDAY FROM BAPTIST HEALTH
1. Open your web browser to access BEN. This is the homepage on all Baptist Health computers. The BEN address is http://home.bhsi.com.
2. On the top left corner of BEN, click on HR Portal.
3. Once in the HR Portal, click on Workday.
4. Click on Employees and Contractors.
5. Your username and password will be the same that you use to log in to your computer at work.

IF YOU ARE NOT ON A BAPTIST HEALTH NETWORK
1. Open your web browser and navigate to http://ben.bhsi.com. This is the BEN @ Home main page.
2. Under the Workday | Login section, click on Login to Workday.
3. Click on Employees and Contractors.
4. Your username and password will be the same that you use to log in to your computer at work.
5. If you are enrolled in DUO or are required to use DUO, you will be prompted for DUO authentication. If you are not a DUO user, you will be successfully logged in to Workday.

WHEN YOU ARE ON THE GO
1. Install the Workday App on your device. See below for information on installing and configuring the Workday App.
2. From the Workday App, tap Employees and Contractors.
3. Your username and password will be the same that you use to log in to your computer at work.
4. If you are enrolled in DUO or are required to use DUO, you will be prompted for DUO authentication. If you are not a DUO user, you will be successfully logged in to Workday.

DUO AUTHENTICATION
1. If you are enrolled in DUO you will be prompted to Send Me a Push, Call Me, or Enter a Passcode.
2. If you choose Send Me a Push and have the DUO App installed on your device, you will receive a banner notification at the top of your screen.
3. Pull or Swipe Down this notification from the top of your screen and then tap Approve.
4. Choosing Call Me will call your registered device. You will be prompted to press a key to approve authentication.
5. Choosing Enter a Passcode will send a text message with a temporary, one time use code to your registered device and prompt you to enter the received code.
6. After successfully authenticating with DUO, you will be logged in to Workday.

Note: For DUO Multifactor Authentication Self Service, visit https://mfa.bhsi.com/bhsduo/
All Managers must be enrolled in DUO for Workday mobile access. If you are required to use DUO and are not enrolled, you will receive an error when logging in.
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**INSTALLING THE WORKDAY MOBILE APP**

If you have a previous version, uninstall and reinstall the Workday app on your device to ensure the latest version and full functionality.

1. From your device, navigate to the App Store (for Apple iOS devices) or Google Play Store (for Android Devices).
2. Tap Search and enter Workday.
3. Tap Install.
4. Tap Open to launch the Workday app.
5. Tap the Let’s get started button
   
   
   What company do you work for?

6. When prompted, enter bhs under Company ID

7. To log in, tap Employees and Contractors.

8. Your username and password will be the same that you use to log in to your computer at work.

9. If you are enrolled in DUO or are required to use DUO, you will be prompted for DUO authentication. If you are not a DUO user, you will be successfully logged in to Workday.

10. Tap OK to enable push notifications if desired.

11. You may set up a PIN and Touch ID. See Mobile Authentication for more information.

**MOBILE AUTHENTICATION**

Note: Mobile users can sign in to Workday mobile apps with a Personal Identification Number (PIN) for faster access. Please note that the PIN, like your password will expire every 90 days and you will have to validate yourself through the initial credentials page to set a new PIN.

1. Sign in to Workday. A prompt appears, asking if you want to set up a PIN.
2. Enter a PIN number then tap the checkmark.
   
   You may use fingerprint authentication (see below)

3. Confirm the PIN and then tap the checkmark.
4. Tap allow to enable push notifications if desired.

**FINGERPRINT AUTHENTICATION**

When setting up the PIN, users with enabled devices may see a prompt asking to enable Fingerprint Authentication (or Touch ID).

1. Tap Use Touch ID. Touch ID will be enabled now and on future logins.
2. Place your finger on the Home button. Login is automatic.

**Note:** Supported devices may also use Face ID for authentication.

**Note:** If you are having trouble logging in from an iOS device, Smart Punctuation may need to be disabled.

This may be found under Settings > General > Keyboard.