

# 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

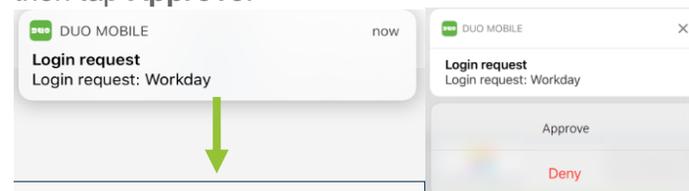
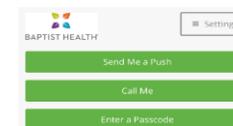
1. Open your web browser and navigate to <http://ben.bhsi.com>. This is the **BEN @ Home** main page.
2. Under the **Workday | Login** section, click on **Login to Workday**.
3. Click on **Employees and Contractors**.
4. Your username and password will be the same that you use to log in to your computer 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**.



*\*Tapping on the notification will leave the **Workday App** and the **DUO** authentication may fail to log you in to Workday. You must **pull or swipe down** the notification then tap **Approve** to log in to Workday.*

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?



A screenshot of the Workday app setup screen. It shows a search bar with a magnifying glass icon on the left and the text 'bhs' entered. The search bar is outlined in blue.

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**.