

# Access Workday as External Instructor

## Job Aid



## External Instructors

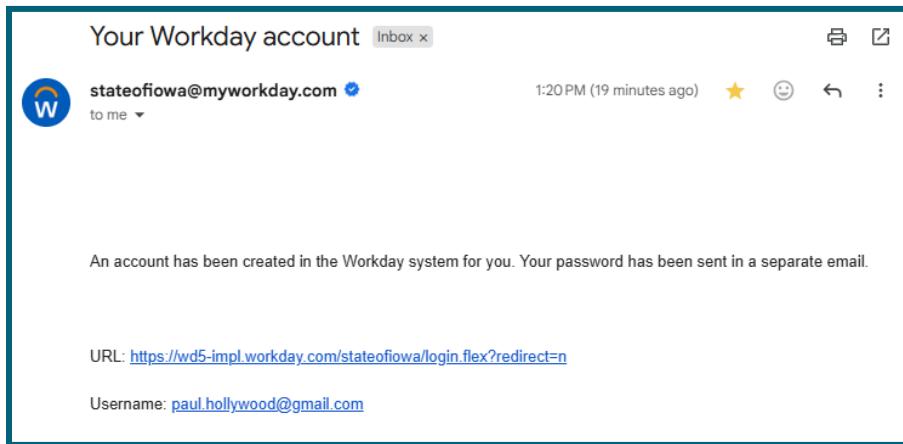
### Purpose

This guide provides instructions for logging in to Workday as an external instructor.

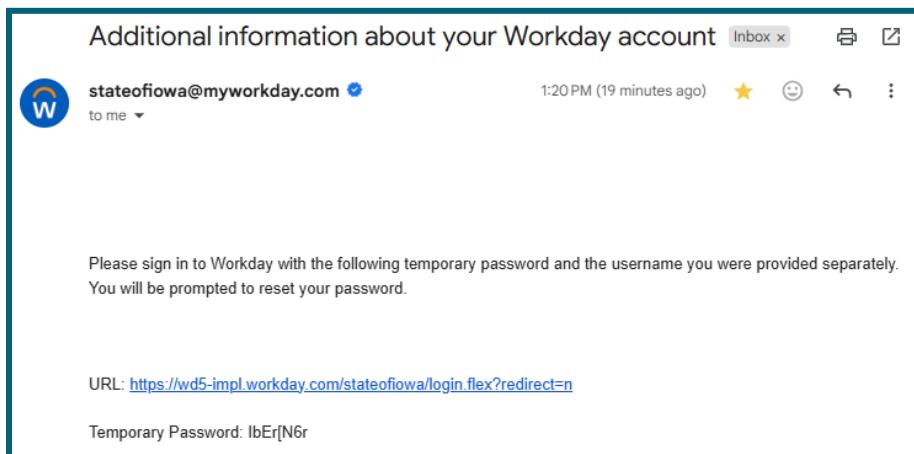
### Logging in to Workday

1. After your external instructor account has been created in Workday, you will receive **two emails**.
  - a. The first email will let you know your account has been created and provide the **direct URL** to log in and your **username**.

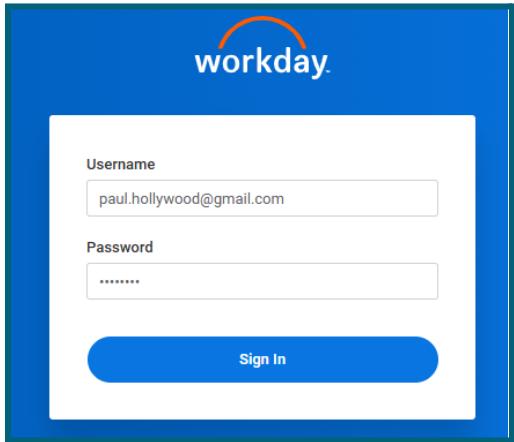
**Note:** Your username will be your email address.



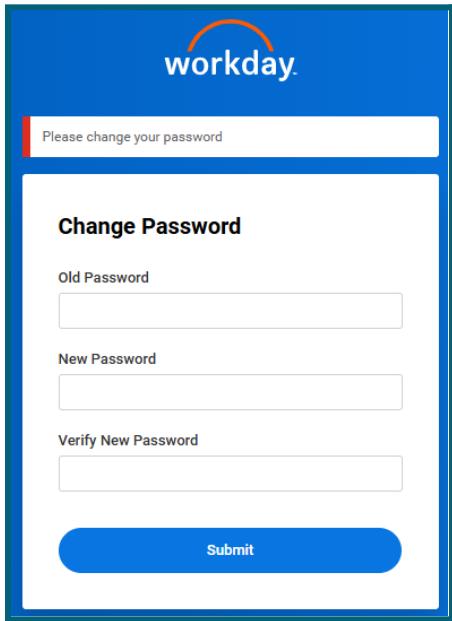
- b. The second email will provide you with your **temporary password**.



2. Use the information provided in the two emails to **sign in to your Workday account**.



3. You will then be prompted to **reset your password**.



4. Once logged in, select **Learning Trainer** under Your Top Apps on the home page.
5. In the Learning Trainer app, you will find a list of your **Course Offerings** and a **Menu** with instructor tasks, such as **Manage Waitlists**, **My Schedule**, or **Manage Grading and Attendance**.

**Note:** You will receive an email with a calendar invite for any classes you are assigned to as an instructor.