

Access Workday as External Instructor

Job Aid



External Instructors

Purpose

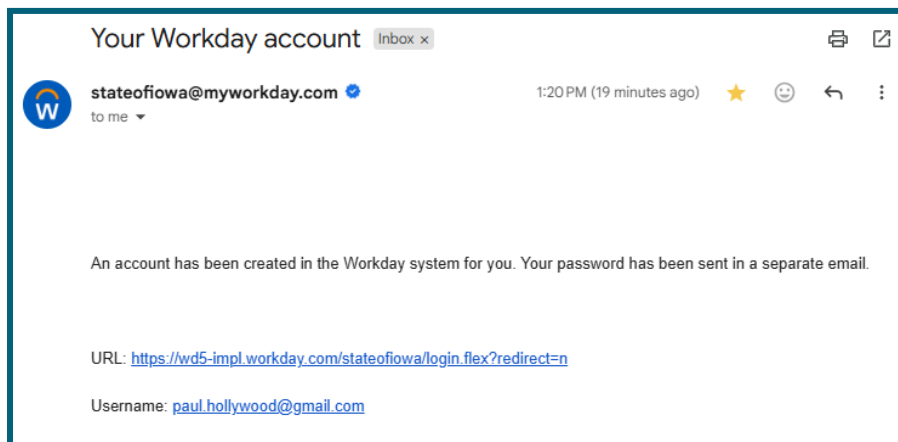
This guide provides instructions for logging in to Workday as an external instructor.

Logging in to Workday

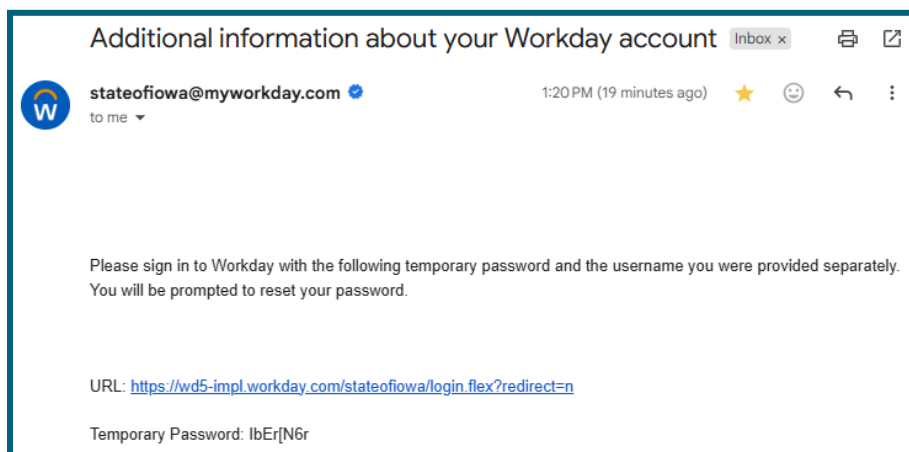
1. After your external instructor account has been created in Workday, you will receive **two emails**.

- a. The first email will let you know your account has been created and provide the **direct URL** to log in and your **username**.

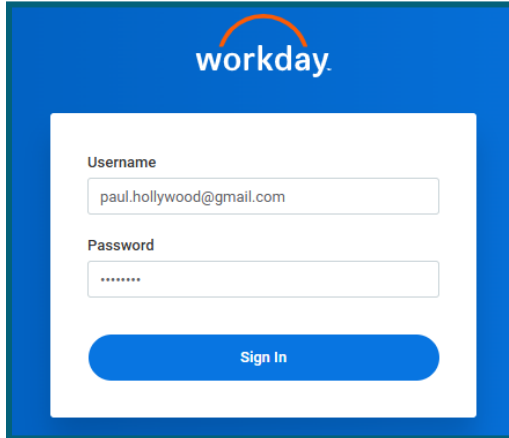
Note: Your username will be your email address.



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

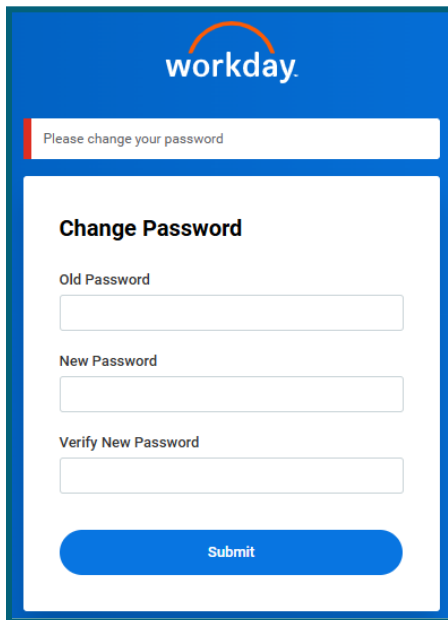


2. Use the information provided in the two emails to **sign in to your Workday account**.



The image shows the Workday login interface. At the top is the Workday logo. Below it, there are two input fields: 'Username' with the email 'paul.hollywood@gmail.com' and 'Password' with masked characters. A blue 'Sign In' button is at the bottom.

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



The image shows the Workday 'Change Password' screen. At the top is the Workday logo. Below it, a message says 'Please change your password'. The main section is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. A blue 'Submit' button is at the bottom.

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.