



# **Workday Job Aid for Employees**

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Logging into Workday

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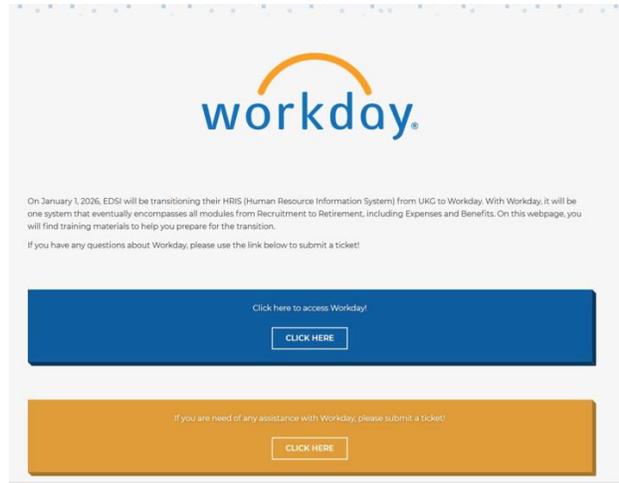
January 2026

# Job Aid: Logging into Workday

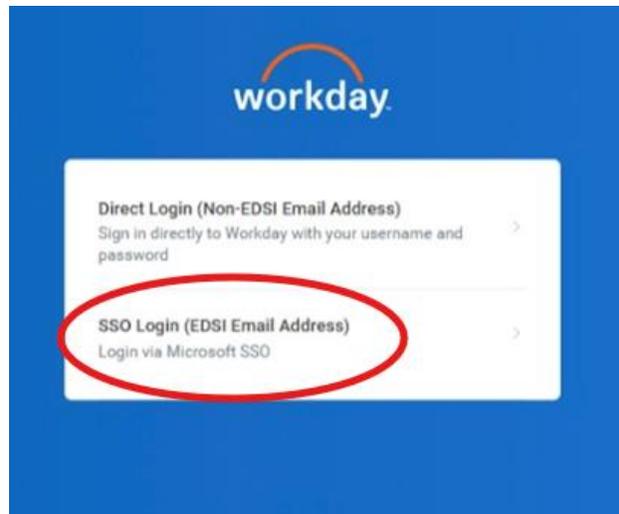
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## 1. SSO Login (for users with an EDSI.com email address)

- Go to [www.edsi.com/workday](http://www.edsi.com/workday).
- Click on the Workday login box.



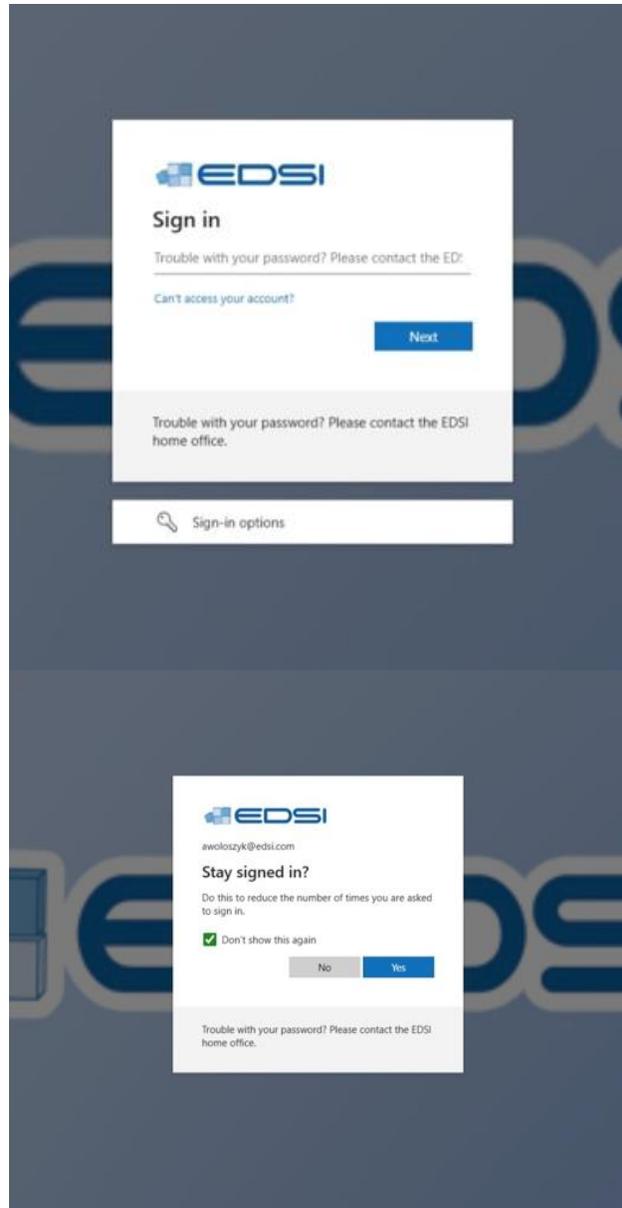
- Select **SSO Login**.



- If you are not already signed into your EDSI account, a Microsoft login window will appear.
  - Enter your EDSI email address.
  - Enter your EDSI password.

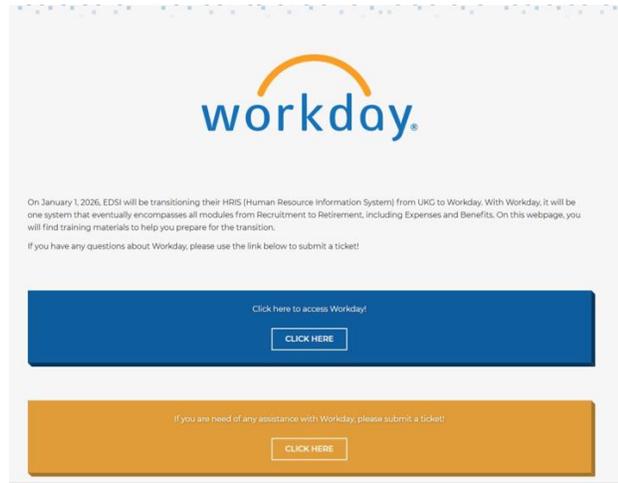
- Complete authentication process.
  - Click **Yes** to stay signed in.

Workday will load.

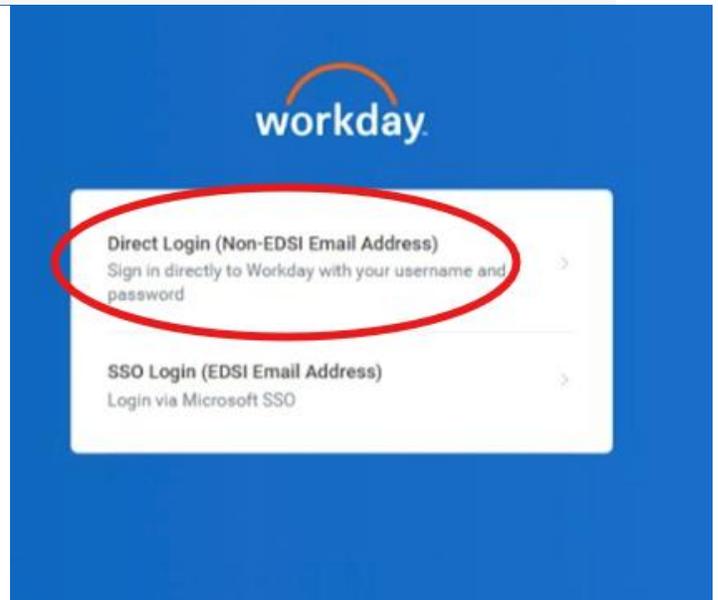


## 2. Direct Login (for users without an EDSI.com email address)

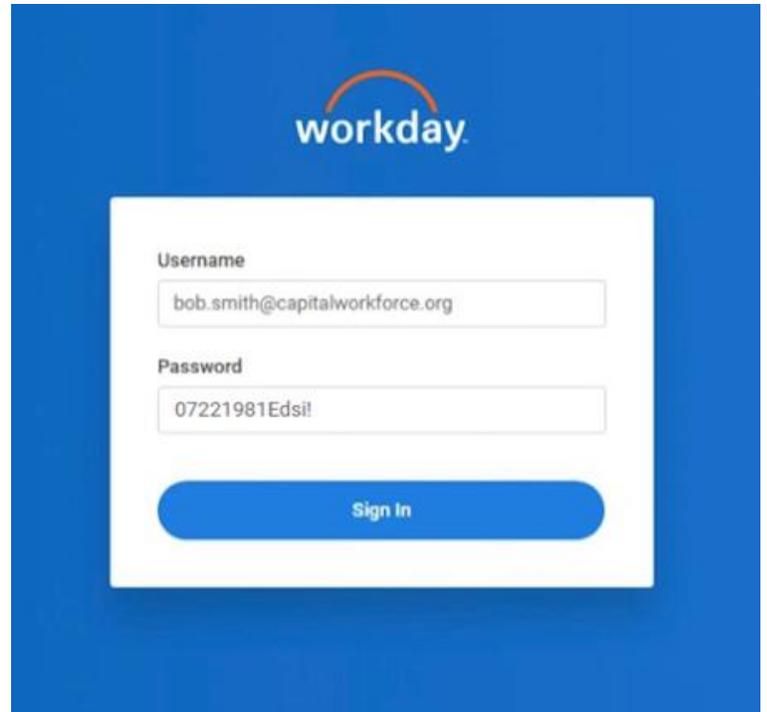
- Go to [www.edsi.com/workday](http://www.edsi.com/workday).
- Click on the Workday login box.



- Click **Direct Login**.

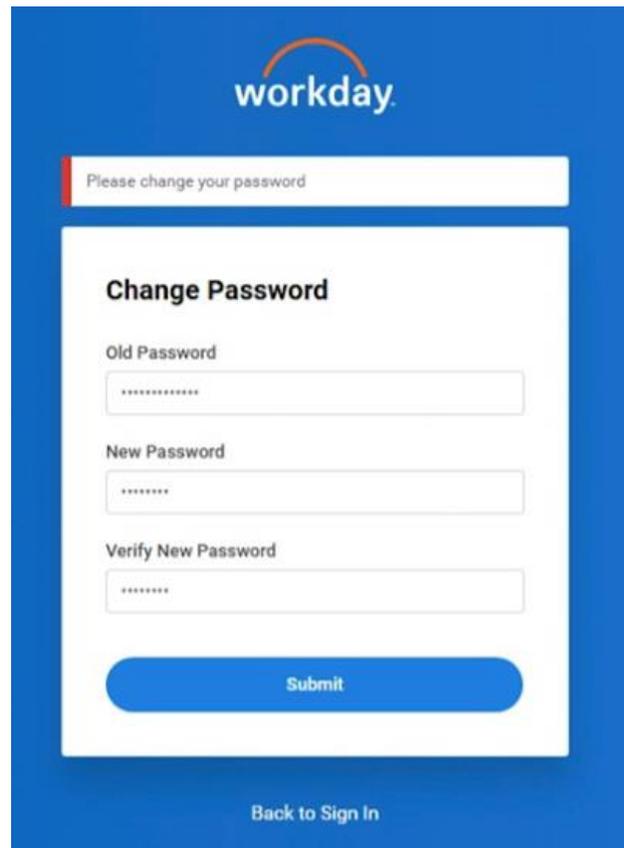


- Enter your non-EDSI email address.
- Enter the default Workday password: MMDDYYYYEdsi!  
(Example: 05121950Edsi!)
- Click **Sign In**.



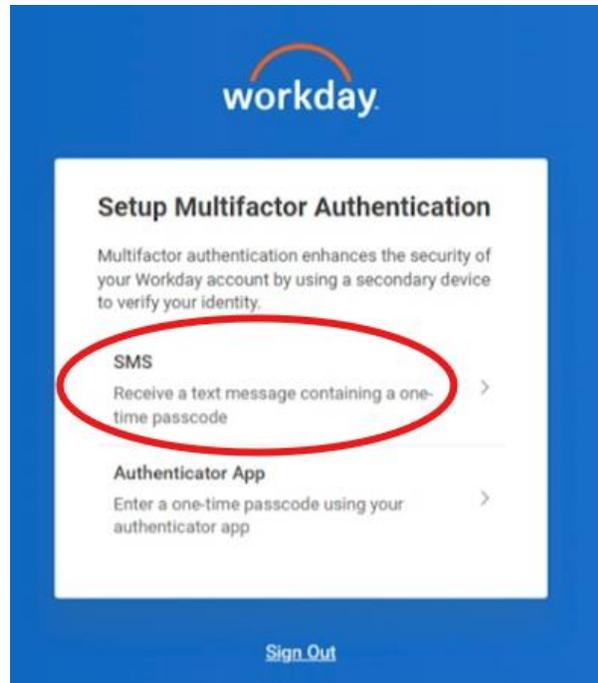
The image shows the Workday Sign In page. At the top center is the Workday logo, which consists of a blue arc above the word "workday" in lowercase. Below the logo is a white rectangular form with a blue border. Inside the form, there are two input fields: "Username" with the text "bob.smith@capitalworkforce.org" and "Password" with the text "07221981Edsi!". Below these fields is a blue rounded rectangular button with the text "Sign In" in white.

- If this is your first time logging in, you will be prompted to create a new password.
- Your new password must include at least 8 characters including uppercase and lowercase letters, a number, and a symbol.

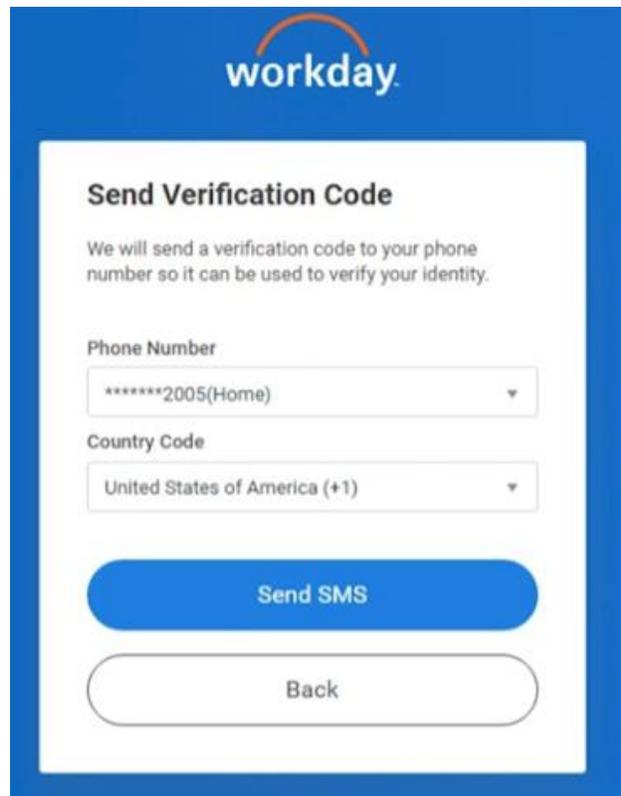


The image shows the Workday Change Password page. At the top center is the Workday logo. Below the logo is a white rectangular box with a red border on the left side, containing the text "Please change your password". Below this box is a white rectangular form with a blue border. Inside the form, there are three input fields: "Old Password" with a masked password "\*\*\*\*\*", "New Password" with a masked password "\*\*\*\*\*", and "Verify New Password" with a masked password "\*\*\*\*\*". Below these fields is a blue rounded rectangular button with the text "Submit" in white. At the bottom of the form is a link that says "Back to Sign In".

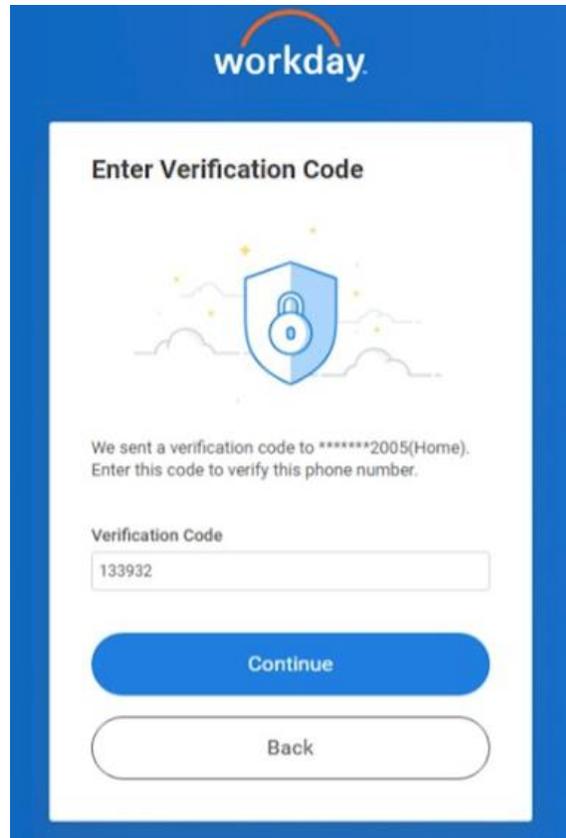
- Set up your authentication method.
- Select **Text Message**.



- Workday will send a security code to your stored phone number.
- Choose United States of America as your country code.
- Click **Send SMS**.



- A verification code was sent to the phone number.  
Enter the code.
- Click **Continue**.



- You may also set up an Authenticator App, but for this example, click **Finish**.

Workday will load.

