

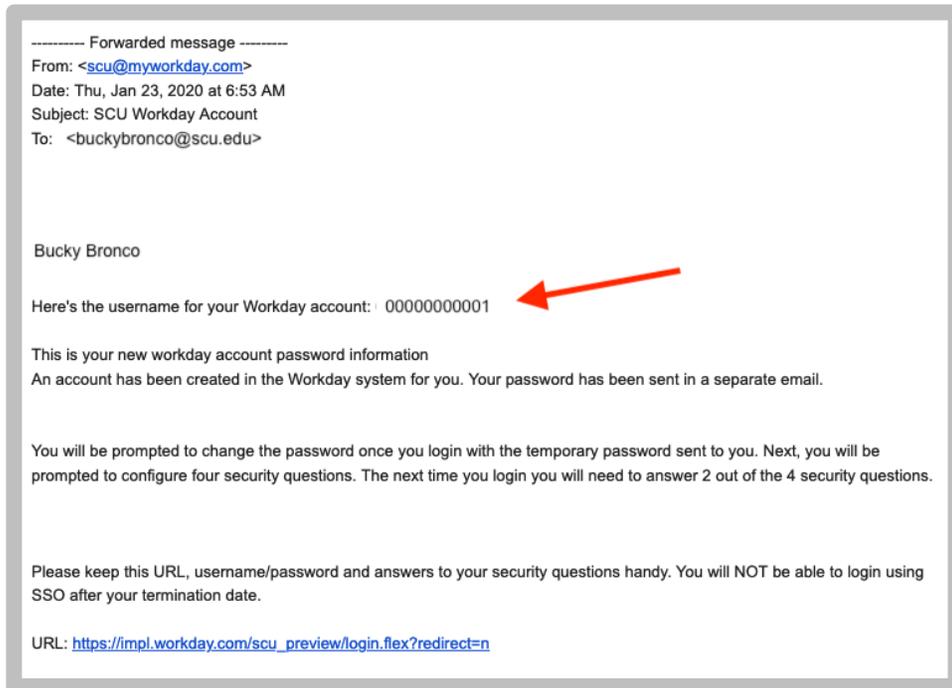
Workday Access: Logging into Workday as a Terminnee

Upon termination, you will receive **TWO** emails.

1. One email will be from “scu@myworkday.com”

It will contain:

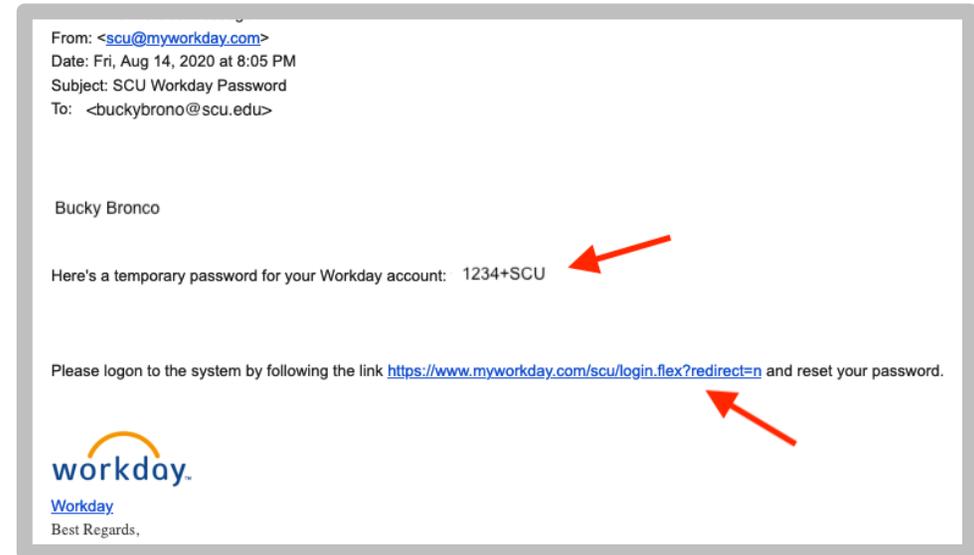
- 1) Your username (your 11-digit employee ID number)
- 2) Instructions on resetting your password



2. Another email will also be from “scu@myworkday.com”

It will contain:

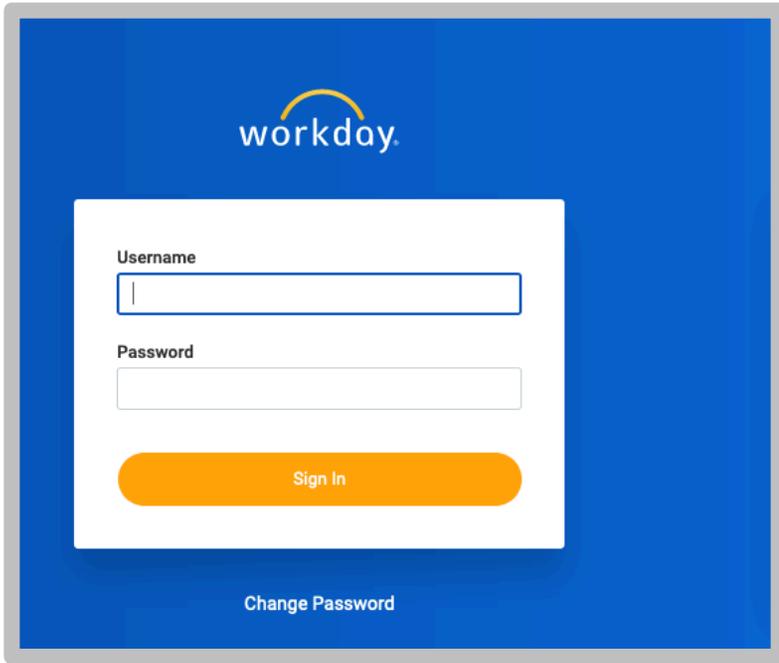
- 1) temporary password
- 2) Workday link to access your account:
<https://www.myworkday.com/scu/login.flex?redirect=n>



3. Click on the Workday link below to access Workday as a Terminnee:
<https://www.myworkday.com/scu/login.flex?redirect=n>

Workday Access: Logging into Workday as a Terminée

4. Your screen should look like this.



The screenshot shows the Workday login interface. At the top center is the Workday logo. Below it is a white rectangular login form. Inside the form, there are two input fields: one labeled 'Username' and one labeled 'Password'. Below these fields is a large orange button with the text 'Sign In'. At the bottom of the form, there is a link that says 'Change Password'.

5. Enter your username: 11-digit employee ID number
6. Enter your temporary password
7. Click Sign In
8. You will be prompted to reset your password.

You will retain Workday access for 3 years after your termination date to retrieve pay slips and tax documents.

Should you misplace the email, you may contact the IT Help Desk and they can resend a password link.

IT Help Desk

techdesk@scu.edu

<https://www.scu.edu/technology/get-help/>

(408) 554-5700