



## How to Guide



### LOGIN DETAILS

Username: Work Email Address / DanaHER ID Number

Password: Your Current Windows Password

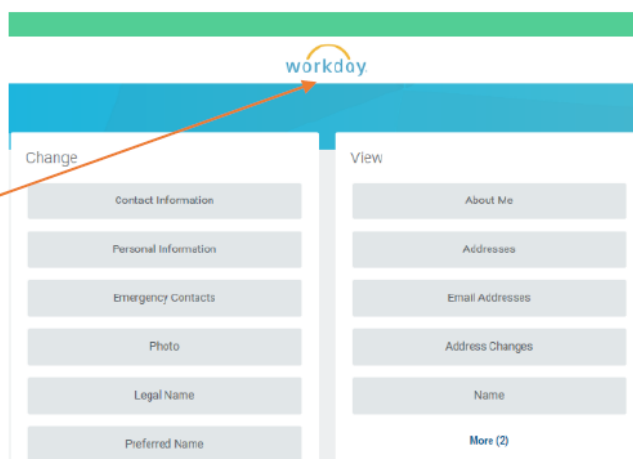
### Homepage Navigation



- ❖ The icons on your homepage are called **Worklets**
- ❖ They will give you access to the tasks you are able to perform within Workday
- ❖ **Worklets** are customised to your job role and responsibilities. Use your worklets to easily **navigate** throughout the system!

By clicking on your **Personal Information Worklet**, you will have the option to **View** or **Change** your personal details.

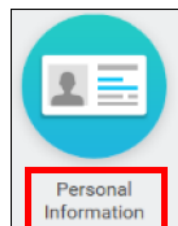
Click on the **Workday logo** to return to your homepage at any time



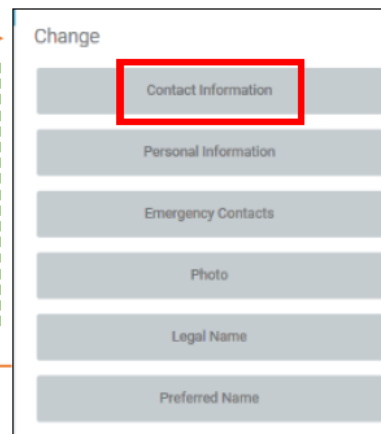
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## Updating your Contact Details:

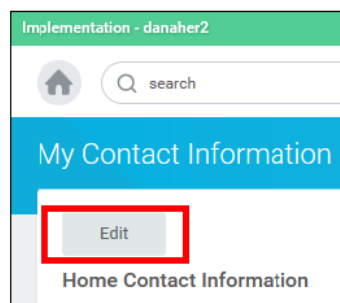
**Step 1:**  
Click on your  
Personal Information  
Worklet



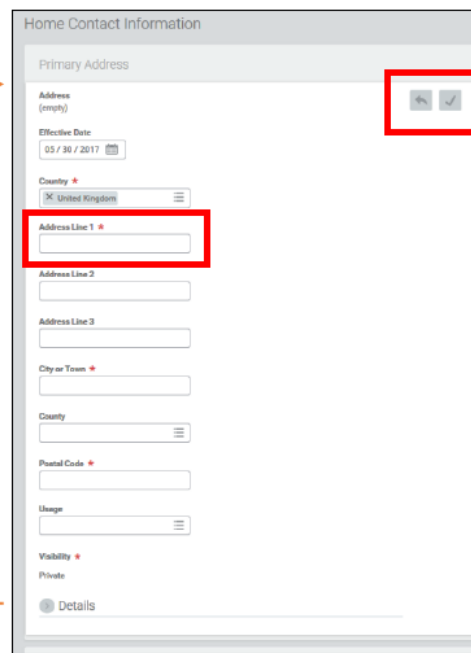
**Step 2:**  
Click on 'Contact  
Information' to  
update your  
Home Address  
and Contact  
Numbers



**Step 3:**  
Click Edit and then  
click on the pencil icon  
next to the details you  
want to update



**Step 4:**  
Complete or update all  
of the relevant fields.  
  
\* = Compulsory fields  
  
Click the Tick box when  
you are finished



**Step 5:**  
Click Submit in the bottom left  
corner when you are finished

