



How to Guide



LOGIN DETAILS

Username: Work Email Address / DanaHER ID Number

Password: Your Current Windows Password

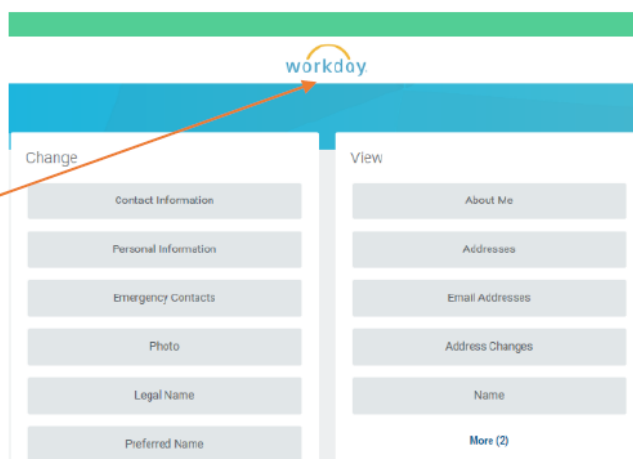
Homepage Navigation



- ❖ 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.

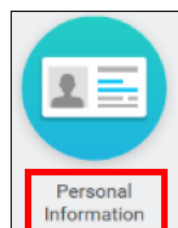
Click on the **Workday logo** to return to your homepage at any time



Updating your Contact Details:

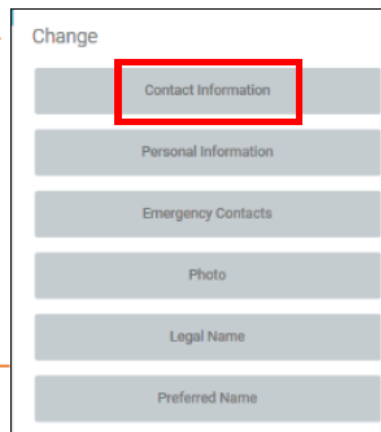
Step 1:

Click on your
Personal Information
Worklet



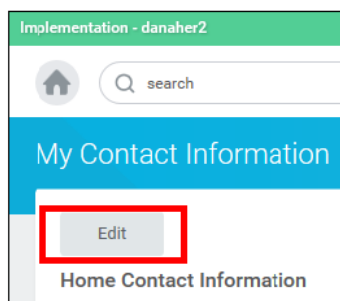
Step 2:

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

