

Workday Central Login (WCL)

Product Summary

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This content is not part of the Workday Administrator Guide and is subject to further change.



Contents

Create a Workday Central Login (WCL) Account.....	3
Concept: Workday Central Login (WCL).....	3
FAQ: Workday Central Login (WCL) Security Settings.....	5

Create a Workday Central Login (WCL) Account

Prerequisites

Before creating a WCL account, download an authenticator app from the Apple or Google app stores. You can also use a web browser authenticator app. Frequently-used authenticators include:

- Authy
- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator

Frequently-used web browser authenticator apps include:

- [Authenticator](#) is a free web browser extension authenticator.
- [1Password](#) is a subscription-based application that can provide a web browser extension authenticator.

Context

Workday Central Login enables you to access the Workday suite of products and applications using a single identity. To create an account, you need to verify your email, set up a strong password, and pair your authenticator app.

Steps

1. Open your email invitation to create a WCL account.
2. If you haven't created an account, click Get Started.
3. Click Send a Verification Code to send a 6-digit one-time password to your email address. This email will be the username you use to log into WCL.
4. Once you've verified your email address, enter your name, create a new password, and click Create Account.
5. Scan the QR code using your authenticator app and enter a 6-digit code from your app.
6. Click Connect Authenticator App.

Next Steps

Once you create an account, you can access Manage Account from your home page to change your personal information, language, account preferences, and security settings.

Related Information

Reference

[FAQ: Workday Central Login \(WCL\) Security Settings](#) on page 5

Concept: Workday Central Login (WCL)

Workday Central Login (WCL) is a secure authentication platform that enables Extended Enterprise users to access the Workday suite of products and applications, using a single identity. This table summarizes the terms used in WCL and how they relate.

Term	Description
Authenticator Apps	<p>An authenticator app generates one-time codes that verify your identity and enable you to sign into WCL. Passcodes are only valid for 30 seconds. They provide the second part of what's called Multifactor Authentication (MFA).</p> <p>Common third-party authenticator apps include:</p> <ul style="list-style-type: none"> • Google Authenticator • Duo Mobile • LastPass Authenticator • Authy • Microsoft Authenticator <p>If you don't have a mobile device, you can use a browser-based option, such as 1Password. Using this option, you can scan a QR code displayed in your browser.</p>
Email Alias	<p>You can add an optional email address (email alias) to your WCL account to sign in, as well as receive security and password change notifications.</p>
Multifactor Authentication (MFA)	<p>Multifactor authentication (MFA) is a method of confirming your identity with more than 1 type of verification. In Workday Central Login, you'll use your password, username, and a one-time passcode generated by your authenticator app as forms of verification. The time-based one-time password is only available for a limited time. This authentication method prevents phishing and social engineering attacks.</p>
Time-Based One-Time Password (TOTP)	<p>When you reset your password for WCL, you'll need to enter a 6 digit, time-based one-time password that is sent to your mobile phone or email address. These passwords only last for 5 minutes.</p>
Trusted Browser	<p>When you sign in, WCL will prompt you to always trust this browser. Mark a browser as trusted only for a computer you regularly log into. Marking a browser as trusted helps prevent fraudulent attempts to access your WCL account from untrusted browsers.</p>

FAQ: Workday Central Login (WCL) Security Settings

How do I keep my account safe?

- Create a strong password with at least:
 - 8 characters.
 - 5 or more unique characters.
 - 1 uppercase, lowercase, numeric, and special character.
- Avoid creating passwords that:
 - Contain spaces.
 - Use common words, abbreviations, or acronyms.
 - Are compromised or previously used.
- Monitor any suspicious account activity by checking your email for security notifications or accessing Manage Your Account > Security Settings > Show logged in sessions.
- Maintain multiple methods of account or password recovery.

If you think your password is compromised, reset it as soon as possible.

How do I set up different methods of password recovery?

1. On your profile page in Workday Central Login, select Manage Your Account.
2. From Personal Info, select Contact Information.
3. To add a mobile number for password recovery, select Add Mobile Number.
4. To substitute your current primary email with another email to verify and recover your account, click Add Email Address.

Workday recommends activating both methods of recovery, in case you lose access to either your phone or email.

How do I reset my password using email?

1. From the sign-in page, enter your email address and click Forgot Your Password?
2. Click Reset Your Password.
3. Enter the 6-digit code from your authenticator app.
4. Enter the 6-digit password sent to your email address.

How do I reset my password using my mobile phone?

The Try With SMS password reset option is only available if you added and verified your phone number in the Contact Information section of your WCL account. To reset your password using SMS:

1. From the sign-in page, enter your email address and click Forgot Your Password?
2. Click Reset Your Password.

3. Enter the 6-digit code from your authenticator app.
4. Click Try With SMS and enter the 6-digit code sent to your mobile phone.

Note: Currently, WCL only supports North American mobile phone numbers.

What if I don't have a mobile device?

If you don't have a mobile device, you can use a browser-based option, like 1Password, for multifactor authentication. Browser-based options can scan QR codes in WCL.

If I get a new phone, do I need to reset my authenticator app?

Yes. To reset your authenticator app and pair it with a new device:

1. When WCL prompts you to enter a 6-digit verification code from your authenticator, click Reset Authenticator below the prompt.
2. Enter the 6-digit password sent to your email address.
3. Using the authenticator app on your new device, scan the QR code.
1. From the WCL sign-in page, enter your email address and click Forgot Your Password?
2. On the Let's Verify It's You page, click Recover Account.
3. In the Recover Account pop-up, acknowledge that you want to reset your account.
4. Enter the 6-digit, one-time passcode sent to your email and click Verify Code.
5. Enter and confirm a new WCL account password.
6. From the Set Up Authentication Methods page, enable an authenticator app for multifactor authentication.

How do I recover my account if I forgot my password and can't access my authenticator app?

If you can't access WCL, delete your browser history, contact your customer administrator, and sign in again.

What if I can't access Workday Central Login or any related links on the site?

If you tried clicking the Forgot Your Password? link on the sign-in page, and it didn't work, clear the cookies and cache of your web browser and try again.

Note: Workday collects cookies and other information about your activity on WCL.

Related Information

Tasks

[Create a Workday Central Login \(WCL\) Account on page 3](#)