Getting started in Workday @ Bentley is easy. Here we provide a few simple steps to access Workday.

Getting Started in Workday

From the **MyBentley** home page:
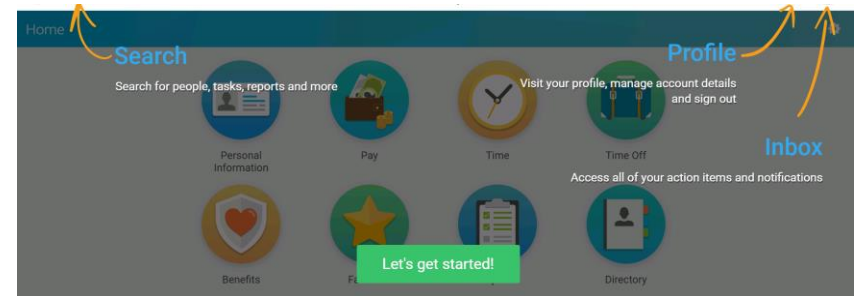
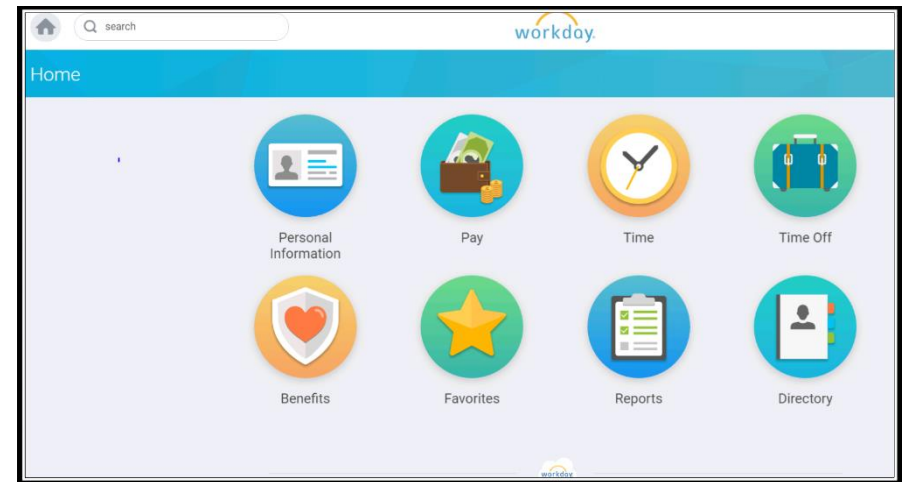**1.** Select the Workday Login button at the top of MyBentley

2. The link will take you to a login page, where you will use your Bentley log-in credentials (username@Bentley.edu and password) to access Workday.

3. The first time you access Workday, you see a **Let's get started** page.

4. Click the **Let's get Started** button on your screen to enter Workday!

The Workday Home page displays worklets that provide access to tasks and reports. Because the Home page is configurable, your Workday Home page may look slightly different from your colleagues and a manager's Home page may display different worklets.

Select any Workday worklet to get started!