

Purpose

This job aid shows employees how to access to Workday anytime, from anywhere using their personal computer or mobile devices.

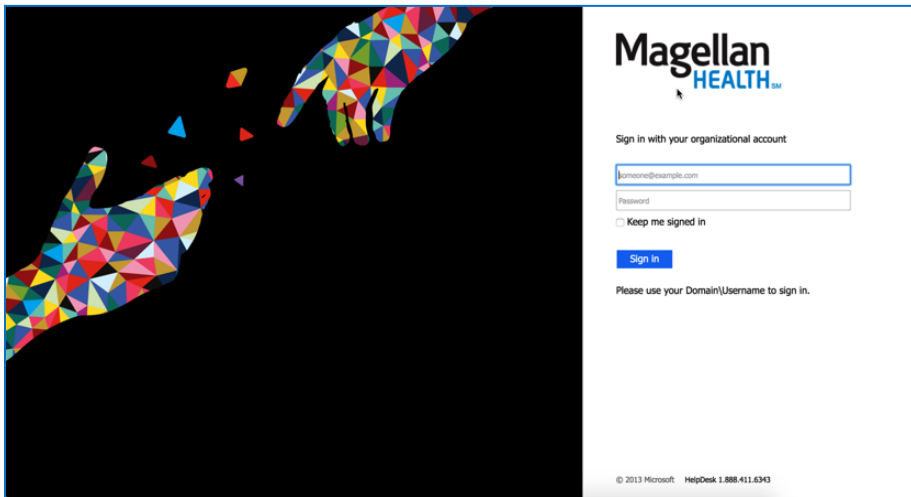
Access Workday from your Personal Computer

To access Workday from your personal computer, you must have IE11 or higher, use Google Chrome, Firefox or Safari.

1. From your personal computer, **type** the Workday URL below in your browser and hit enter:

<https://wd5.myworkday.com/magellanhealth/login.flex>

The Magellan Workday Login screen will display.



2. **Type** your Magellan email address (e.g. Jdoe@magellanhealth.com) or your LAN ID. If using your LAN ID, you must first type "MBH\" (e.g. MBH\JDoe).
3. **Type** your Magellan password.

Access Workday from your Mobile Device

Using the mobile responsive design link allows you to access Workday from any device, sizes the display to that screen and allows you to complete all tasks/activities as you would if sitting at your work station.

1. From your mobile device, copy/paste or type this URL in your browser:


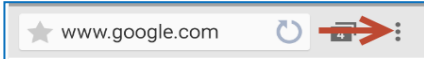
<https://wd5.myworkday.com/magellanhealth/d/home.html#d>

The Magellan Workday Login screen will display.



2. **Type** your Magellan email address (e.g. Jdoe@magellanhealth.com).
3. **Type** your Magellan password.

To save as a desktop icon on your mobile device:

- IOS Devices: While in Safari, click the bottom middle button  and then click "Add to Home Screen".
- Android Devices: While in the internet, click the three ellipses button  and then click "Add shortcut to Home Screen".



Note: This is not the Workday App. If you install the Workday App, you will be required to enter your user name and password *every time*, and you may not have access to your full Workday Desktop.

Troubleshooting

IOS Device – “The link can not be found”

1. Go into your Settings.
2. Click on the Safari settings.
3. Click to “Clear History and Website Data”
4. Make sure that “Block Cookies” is marked as “Allow from Websites I Visit”.

Android Device – “The link can not be found”

1. Go into your internet settings from the three ellipses
2. Click “Settings”
3. Click “Privacy”
4. Select “Browsing History”, “Cache” and “Cookies”, and then click Delete.



TIP: When you change your password on your Magellan computer – which is required every 90 days – you will need to also log in to the Mobile Responsive Design link using your new password.