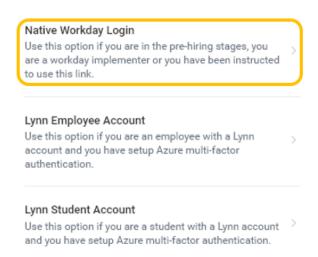# Onboarding (pre-hire)

1. To complete your Workday onboarding, log-in to Workday using username and temporary password emailed to you. The first time you log-in, you will be prompted to reset your password and set security questions. Use **Native Workday Login** when logging in during the pre-hire stage.

Native Workday Login
Use this option if you are in the pre-hiring stages, you are a workday implementer or you have been instructed to use this link.

Lynn Employee Account
Use this option if you are an employee with a Lynn account and you have setup Azure multi-factor authentication.

Lynn Student Account
Use this option if you are a student with a Lynn account and you have setup Azure multi-factor authentication.

2. Navigate to your inbox.

3. Complete two items in your inbox (**Enter Personal Information** and **Enter Contact Information**).

Inbox
2 items

Enter Personal Information: Payroll Consultant (Position Fill:05/31/2022,Bob Smith [C])
9 minute(s) ago - Effective 05/31/2022

Enter Contact Information: Payroll Consultant (Position Fill:05/31/2022,Bob Smith [C])
9 minute(s) ago - Effective 05/31/2022

4. Once both tasks have been completed, click **Refresh** to display additional tasks in your inbox.

You have new inbox items.   Refresh

5. Complete each of the additional inbox items.

Note - You will not be able to complete **Benefit Change - New Hire** until at least your first day of employment.

See additional guides for step-by-step instruction.

- ○ How to complete Section 1 of your Form I-9
- ○ Manage payment elections
- ○ Manager federal withholding
- ○ How to change your emergency contacts