

Log into Workday

There are several ways to access Workday, and you may select the method(s) you prefer:

Note

There is no need to install Workday on your computer or use Remote. To access Workday, you must have IE11 or higher, use Google Chrome, Firefox or Safari. Chrome is the preferred browser. [Make sure your browser supports workday.](#)

If you are Lynn staff or faculty, you will need Microsoft MFA to access Workday.

Not all functionality in browser mode is available on the Workday mobile app. You can use the web application in your mobile device.

Hourly staff cannot check in/out their hours using the mobile app.

 Student workers must use their regular Lynn student account/email (JDoe@email.lynn.edu) to log into Workday (no PSW or GA accounts).

Faculty and Staff must use their regular Lynn account/email (JDoe@lynn.edu) to log into Workday.

On this job aid:

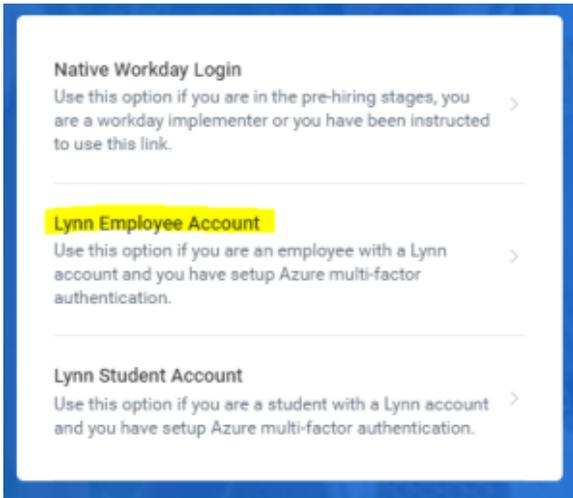
- [Access Workday from your computer](#)

Access Workday from your computer

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

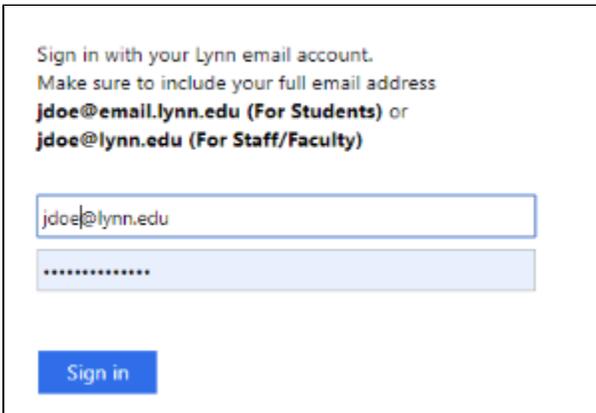
Production Tenant: <https://wd5.myworkday.com/lynn/login.html>

On the login page select **Lynn Employee Account** or **Lynn Student Account** (**very important. If you select Native, your Lynn account will not work**)



The screenshot shows a login menu with three options, each with a right-pointing chevron. The first option is 'Native Workday Login' with a subtext: '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.' The second option is 'Lynn Employee Account', which is highlighted with a yellow background, and has a subtext: 'Use this option if you are an employee with a Lynn account and you have setup Azure multi-factor authentication.' The third option is 'Lynn Student Account' with a subtext: 'Use this option if you are a student with a Lynn account and you have setup Azure multi-factor authentication.'

Enter your Lynn Username and Password. **Student Workers must use their student login account (no GA or PSW accounts).**



The screenshot shows a login form with the following text: 'Sign in with your Lynn email account. Make sure to include your full email address'. Below this, it lists two email formats: 'jdoe@email.lynn.edu (For Students) or jdoe@lynn.edu (For Staff/Faculty)'. There are two input fields: the first contains 'jdoe@lynn.edu' and the second contains a series of dots representing a password. A blue 'Sign in' button is located at the bottom left of the form.

Authorize your login with [Azure MFA](#)

LYNN
UNIVERSITY

For security reasons, we require additional information to verify your account

We've sent a text message with a verification code.
+x xxxxxx

Verification code

[Sign in](#)

[Use a different verification option](#)

 Workday will lock your account after several login failed attempts. If you get a "Sign In Error" message, Invalid username, you must wait 15 minutes to try again.