



## HOW TO ACCESS WORKDAY

Health Network workers and users do not need to access the Remote Access Gateway to connect to Workday.

### System Requirements

NOTE: Older versions of the below listed software may not work properly and updating to a more recent version may be required.

- Supported PCs
  - Windows
  - Mac
  
- Supported Browsers
  - Internet Explorer (Not recommended outside of your “home” hospital)
  - Microsoft Edge (Not recommended outside of your “home” hospital)
  - Chrome (Not recommended outside of your “home” hospital)
  - Firefox
  - Safari

### Instructions

Depending on your location, launch a supported and recommended browser.

Scenario 1: If you are at your “home” hospital, you should be able to use Internet Explorer or Edge and have the browser pass you through to Workday without prompting for user name and password. You can also use other browsers listed above.

Scenario 2: Anyone outside their “home” hospital, but still in the Health Network will use Firefox or Safari to access Workday. Internet Explorer and Chrome are not recommended because their “Pass through” feature will cause issues with signing-on.

If you do not have it as a favorite or bookmark, paste this link in the address bar:

<https://www.myworkday.com/uvmhealth/login.html>

Microsoft will present a prompt for email address. If it is not displayed, enter your “home” hospital email address and click “Next.”

At the next prompt, if they are not displayed, enter your “home” hospital email address and password, and click “Sign In.”

Scenario 3: If you are completely outside the Health Network, working remotely, the access instructions are the same, however, you will be prompted for a second PIN or token. This requires a Multi-Factor Authentication application on your device. Any browser should work.

For additional support you can contact the IT Service Center by calling **(802) 847-1414**