Steps for Logging In and Out of Workday:

The Workday application requires a computer and access to the internet. Whether you are a bi-weekly or monthly paid worker, you must have a CNET ID and password to log into Workday. Workers that use a shared kiosk to enter their time will follow the steps below as well.

**Note:** If you do not have a CNET ID, you must obtain one. Go to [http://cnet.uchicago.edu](http://cnet.uchicago.edu) and follow the instructions for obtaining a CNET ID.

1. **Make sure your Browser Supports Workday.**
   
   Contact your local IT help desk or IT Services (773-702-5800) if you have questions about your browser or experience any issues. Chrome, Firefox, Microsoft Edge, Safari, Opera, and the BlackBerry Browser all update automatically, and Workday runs best on the latest version. For Internet Explorer, users should make sure that they are using IE 11. Earlier versions are not supported.

   For Booth School of Business, please contact [hr@chicagobooth.edu](mailto:hr@chicagobooth.edu)

**Keep in mind**

- You must have a CNET ID to access Workday
- If you need a CNET ID, view the knowledge article to create your CNET ID and Password: [http://cnet.uchicago.edu](http://cnet.uchicago.edu)
- For more information on using Two Factor Authentication (2FA), please visit: [https://get2fa.uchicago.edu/](https://get2fa.uchicago.edu/)

**Information needed**

- CNET ID
- Password
- Workday website
2. Go to workday.uchicago.edu

Click “Log in to Workday” and you will be routed to the login page where you will be using your CNetID and password to access Workday via the Shibboleth portal.

💡 **Note**: To enable Two Factor Authentication for enhanced security, visit: https://cnet.uchicago.edu/2FA/index.htm
3. **Discover Workday@UChicago!**
   You can use Workday as your single site to manage your personal and payroll information.

![Workday@UChicago Interface](image)

4. **Signing Out**
   When you have finished using Workday, always be sure to log out. If you do not log out, another person may knowingly or unknowingly have access to your information and may compromise your recorded time. If using a shared computer, make sure you log out and close your browser.

   To sign out, click your name in the upper right corner of the screen and select “**Sign Out**”:

![Sign Out Button](image)

**Note:** If you do not log out and are not using the application, the system may automatically log you out after an inactive period of 20 minutes.
Common Issues and Errors:

- If you are logging into Workday via a shared computer, be sure to log off and close the browser.
- After 3 failed attempts to log in, the system will lock your account for a period of up to 30 minutes. Ensure your password is typed correctly after the 2nd log in attempt to avoid a system lockout.
- If a user is trying to access Workday from a mobile device or tablet, they should use Chrome, Safari Mobile (on the latest iOS phone), IE Mobile (on the latest Windows phone) or the BlackBerry Browser (on BlackBerry 10 phones). Older mobile devices or those running a different browser may not function correctly with Workday.
- Please note that the external career site does not support Opera or the BlackBerry Browser. Users attempting to access the external career site should choose one of the browsers listed above.

FOR QUESTIONS VISIT:

https://workday.uchicago.edu/