

Logging into Workday

Purpose

Welcome to Workday!

This guide explains how to access Workday for the first time, set up your account securely, and install the Workday mobile app. Please follow all steps carefully. Screenshots are indicated by placeholders.

Overview

By following this guide, users will be able to log into Workday using their credentials and multi-factor authentication.

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Step 1 – Accessing your Workday login emails

You will receive two separate emails from the roompot@myworkday.com. The email will be in your local language – unless you have chosen to receive communications in English.

Email 1: Your Workday Username (Subject: Your Workday Account is Ready)

Email 2: Your Temporary Password (Subject: Your Workday Temporary Password) and the link to the Workday login page.

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Log in to Workday with the following temporary password and the username provided to you separately. You will then be prompted to reset your password.

URL : <https://impl.wd103.myworkday.com/roompot5>

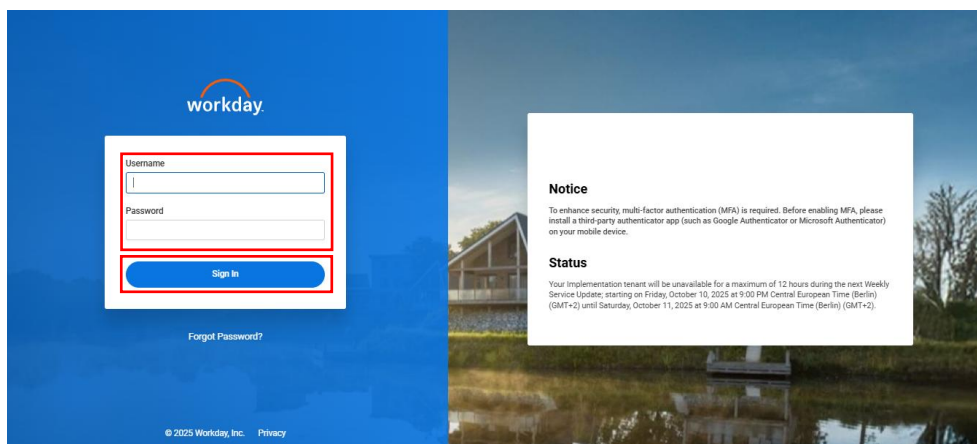
Temporary password: MjYoCzU4Wacza"

This email box is not monitored. Please do not reply to this message.



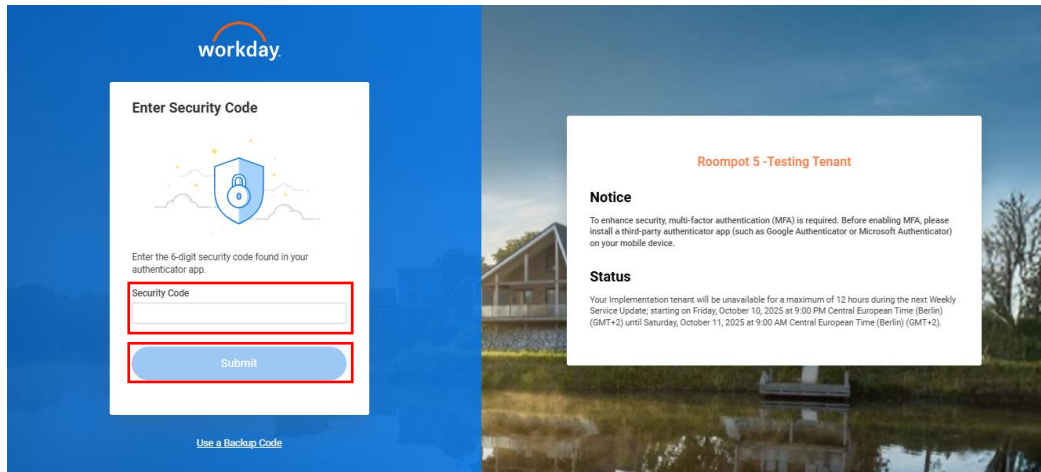
Step 2 – Logging into Workday for the first time

1. Click the Workday login link in the email. (Bookmark this page for future use!)
2. Click on the **Sign In** button.



4. Open the **Microsoft Authenticator** app on your mobile device.

5. Retrieve the **6-digit** verification code displayed in the app.
6. Enter the code in the Workday login screen and click **Submit**.



Note: Your log in details were sent to you from roompot@myworkday.com. See Step 1 - Accessing your Workday login emails. For security, Workday requires multi-factor authentication.

Step 3 – Change your temporary password

After the first time you log in, you will be asked to set up a new password:

1. Enter your temporary password again.
2. Choose a new password that meets security requirements: minimum 8 characters, including upper/lowercase letters, a number, and a symbol.
3. Click Submit.

Step 4 – Set up multi-factor authentication (MFA) – if required, else skip

Note: See the Quick Reference Guide *Manage your Workday Multi-Factor Authenticator* to install the Authenticator at the Workday @ Landal web page workday.landalonline.nl > Step-by-step Guides

Step 5 – Access workday mobile app (optional but recommended)

Download and install:

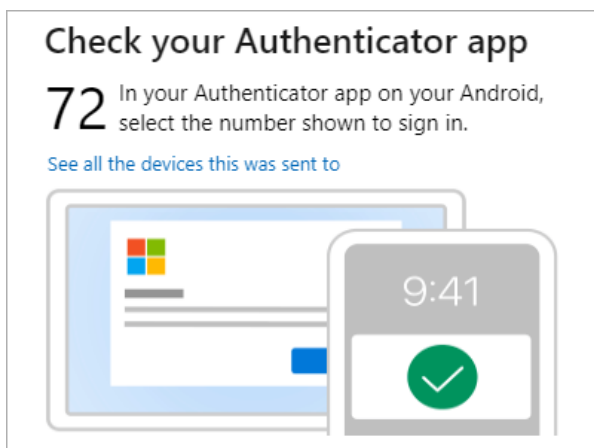
1. Open your device's App Store or Google Play Store.
2. Search for Workday by Workday, Inc.
3. Download and install the app.

Connect to Landal Workday:

1. Open the Workday app.
2. Tap "Log In".
3. Enter your Organisation ID: roompot
4. Enter your Workday username and password.
5. Complete MFA approval using Microsoft Authenticator.
6. Select **Send notification** (to your Authenticator).

Note: If necessary, select **Other ways to sign in** then **Approve a request on my Microsoft Authenticator app**.

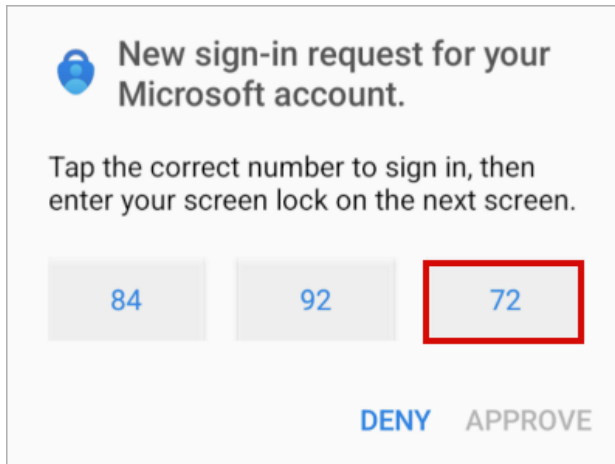
7. You will be prompted to **Check your Authenticator app** and may also be show a number.



8. On your mobile device, open Authenticator, or tap the **New sign-in request** notification.

Note: If you're a work or school account user, you may need to unlock Authenticator before confirming sign-in.

9. Tap or enter the corresponding number, then **Approve**.



Step 6 – Verify your access

After logging in successfully, you should see your Workday Home Page.

Step 7 – Troubleshooting if you cannot connect

Issue	Possible cause	What to do
Invalid Username or Password	Typo or expired temporary password	Double-check email details. Reset password or contact ITC via Fresh Service (only if you have a Landal email or Roompot.com email).
MFA not working	Authenticator not yet set up	Reinstall app and rescan QR code.
Didn't receive login emails	Spam filter or wrong email address	Check junk/spam folder or raise a Fresh Service ticket; for personal email holders contact your Super User or contact page on the Workday @ Landal page (see Contact us button).
App not connecting	Wrong tenant or login info	Confirm tenant name roompot

Website won't open VPN or browser issue Try another browser (Chrome/Edge) or device.

Step 8 – Next steps after login: Check your personal information

Once logged in successfully:

- Check and update your personal details if necessary (address, emergency contact, bank info).
- Review your organization chart

Summary checklist

Use this checklist below to make sure you have followed all steps.

Step	Task	Completed
1	Received both Workday emails	<input type="checkbox"/>
2	Logged in with temporary password	<input type="checkbox"/>
3	Changed password	<input type="checkbox"/>
4	Set up MFA	<input type="checkbox"/>
5	Installed Workday App	<input type="checkbox"/>
6	Verified access to homepage	<input type="checkbox"/>