Employee Work Center (Workday) Same Sign On

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1. PURPOSE

This is for teammates to be able to use Same Sign On when logging in to Employee Work Center (Workday), IF she/he has an @nebraska.gov email address on her/his record in Workday.

2. NEW LOG IN PROCESS FOR EMPLOYEE WORK CENTER (WORKDAY)

1. The link for Employee Work Center (Workday) is on this page, http://link.nebraska.gov/.

2. Once you click the link for Workday ...

   a. IF YOU HAVE AN @NEBRASKA.GOV EMAIL ADDRESS

      1) Click the first link shown below (red rectangle), “Sign in with your @nebraska.gov email address.”
i. **IF YOU USE INTERNET EXPLORER (V 11 OR GREATER)**

a. The first time you use Same Sign On, you will need to enter your email address.

b. Click Next.

c. The next screen is to verify that you are a legitimate State of Nebraska system user, and that you have an Active Directory account. Enter your email address and the password associated with your email address, then click OK (or press enter).

d. On subsequent sign-ins, click the first link on the Workday sign in page, see step a on page 1. On the next page, click your email account, i.e., “Pick an account.”
ii. **If you use Google Chrome or Mozilla Firefox**
   
a. The first time you use Same Sign On, you will need to enter your email address (see screenshot).

![Sign in](image)

b. Click Next.

c. Enter the password associated with your email address, then click Sign in (or press enter).

![Sign in with your organizational account](image)

d. On the dialog box for **Stay signed in?** ... Check the box for “Don’t show this again,” then click Yes.
3. On subsequent sign-ins, click the first link on the Workday sign in page, see step a on page 1. On the next page, click your email account, i.e., “Pick an account.”

![Image of Pick an account]

4. On the **Sign in with your organizational account** screen, your User Name (email address) should populate. You may need to type your password.

   **b. If you do NOT have an @NEBRASKA.GOV email address**
   1) Click the second link (green rectangle) to log in with your User Name and Password, “Sign in with your Workday User Name and password.”
      i. If you need to, you can use the Self-service password reset by clicking “Forgot your Password?” on this page.
   2) Click Sign In (or press Enter).

   **c. If the system times you out**
   4) On the next page, click the appropriate link, as indicated above, and then follow the instructions.

3. **LINK Help Desk Contact Information**

   The LINK Help Desk provides assistance for the following programs:
   - The Employee Work Center (Workday)
   - The Employee Development Center

   Email: as.linkhelp@nebraska.gov
   Phone: 402.471.6234