Follow the steps below to set up your account so you can log into Workday prior to your start date.

Your Trinity Health Email/ User Principal Name (UPN) will be required for the following steps. Please reach out to a Talent Acquisition Coordinator if help is needed retrieving your email/UPN.

Part 1: Reset Password
1. Open the Microsoft Account Portal (https://myaccount.microsoft.com)
2. Enter your Trinity Health email/UPN and select Next
3. Select Forgot my password
4. Change your password

Note: If you're unable to complete the verification step to reset your password, please call the Service Desk at 1-888-667-3003 to request a temporary password.

Part 2: Set Up Verification Method (If not already set up)

1. Open the Help Me Connect page
   (https://www.trinity-health.org/trinity-health-remote-access-help-center/)
2. Complete Step 1: Set Up Verification Method

Once logged into Workday, click on the Welcome announcement to access your Onboarding dashboard and Inbox, where you will find your assigned new hire tasks.

Please log in prior to your first day of work to complete your onboarding tasks, including I-9 Form (this must be completed within 3 days of your start date), DAY ONE benefit elections, federal and state tax elections, and direct deposit banking information. Yo can also access the benefits orientation video series from your Onboarding dashboard.