Accessing Workday at WinShape Camps

Hellooooo, WinShape Camps!

We can't wait for you to join us for the Summer of a Lifetime! We recognize that many of the steps for getting officially hired can be complicated. Therefore, we want to provide you with a few tips and tricks to help everything go smoothly for you as you sign into Workday. There's two sections for this guide—one for new staff and one for returning staff. As always, our team is here to help you out at staffinfo@winshapecamps.org.

New Staff

You will receive an email from OKTA with login information to Workday. Please note, OKTA emails often get pushed to spam, junk or promotions folders, so be sure to double check all of your inboxes for this email.

Steps to Accessing Workday

1. Log in to the onboarding portal.
2. Scroll down to the bottom of your forms to the *Workday Tasks* section and click on the link in the task.
   - Note: Your username to log in is included to Workday will be displayed in the task description.
3. Select *OKTA Login* and enter your username and password to log in.
4. Once you gain access to Workday, look in the upper right-hand corner of the screen to your inbox. You should see notifications for the onboarding tasks that need to be completed.
5. Make sure to read the instructions carefully as that will ensure all onboarding forms are completed.
6. To ensure 100% completion of your tasks in Workday, refresh to the page or log out and log back in.

Returning Staff

Returning staff will *not* receive an email from OKTA. You will need to utilize your login information from last year. If you do not remember your password, select *Forgot Password* and answer the security question provided on the following screen.

If you are unable to access your account utilizing the security question, please reach out to our team at staffinfo@winshapecamps.org.

Please note, OKTA can take up to one hour to send your password reset email. It also can send to your spam, junk or promotions folders, so be sure to look at all your inboxes for this email.

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