



ACCESS MY ACCOUNT



USER GUIDE

DEFINITION

The following is a guide on how to access your account

CONTEXT

- Any employee can access his/her Workday account.

WHO

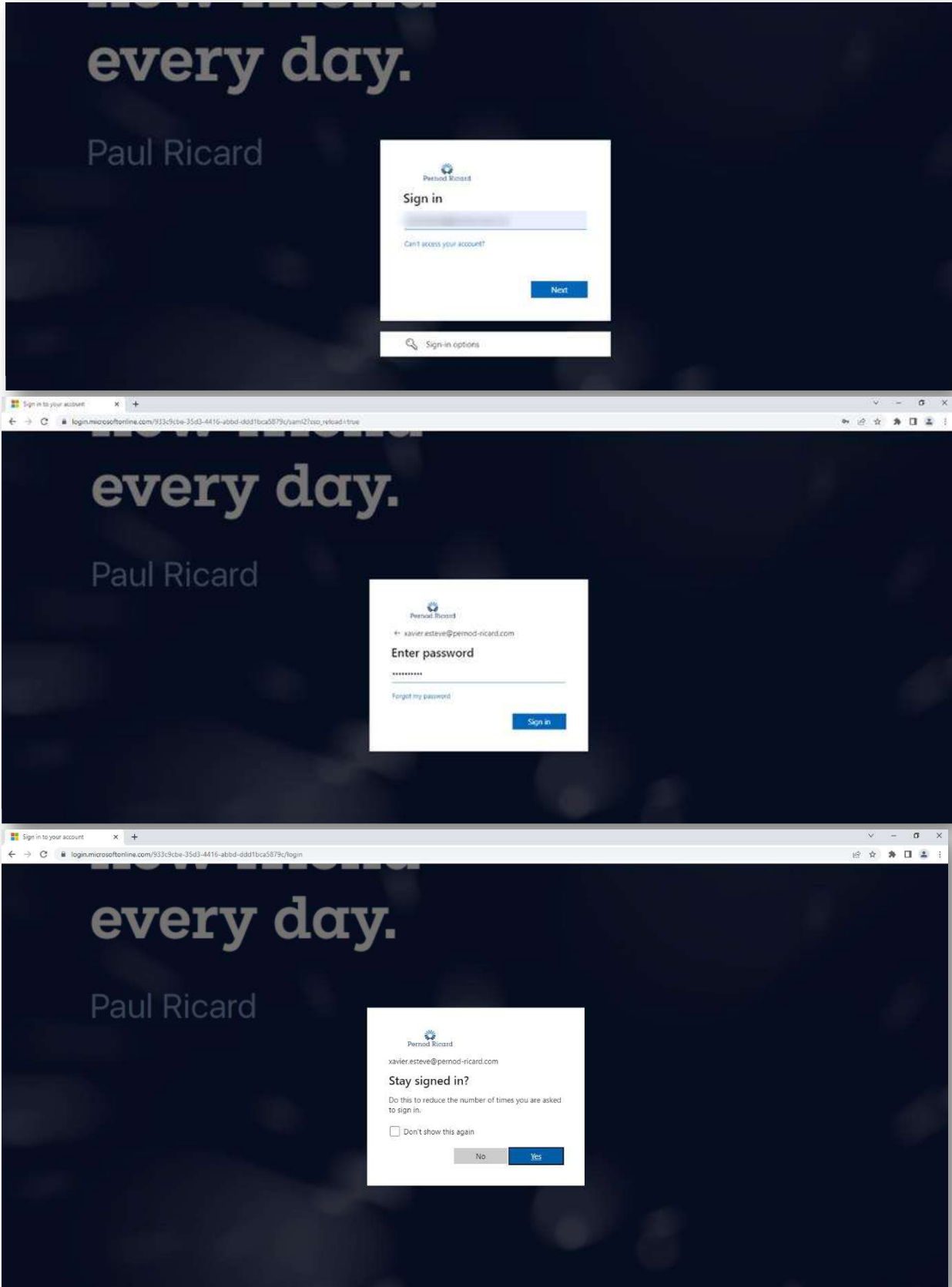
- Any employee

Latest update: August 2022



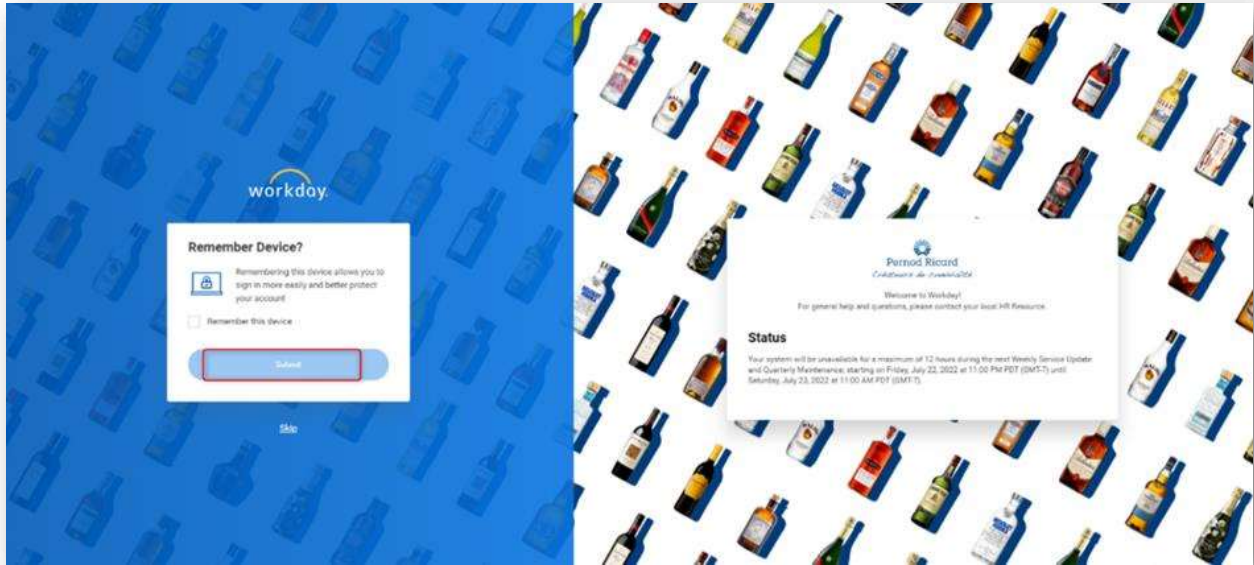
STEPS TO FOLLOW

- A** Launch Workday Production URL: [Workday pernodricard](https://myworkday.com) (myworkday.com)



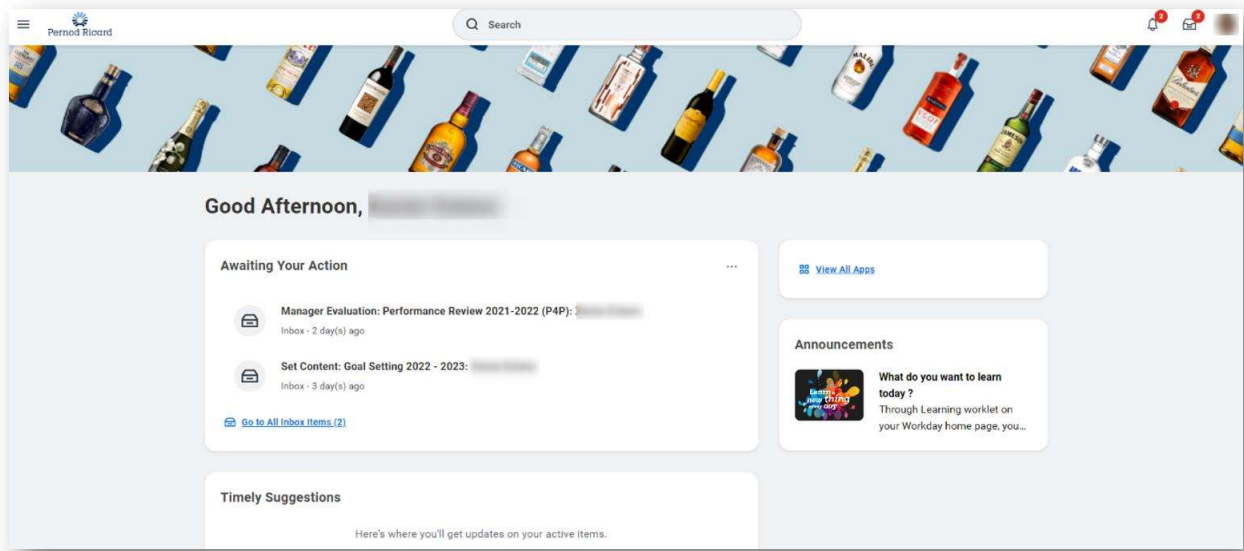
STEPS TO FOLLOW

- B** Select your name:
 - If the device and browser are already known, then the next step is not valid. The next screen does not appear.
- C** You will see this screen > Check "Remember this device", then click on **Submit**



- D** An email is automatically sent to indicate that the device has been saved and to indicate the time of connection.

- E** You will see this screen



ESCALATION PROCEDURE



If the above screen does not appear (for example, an error message appears indicating that the account does not exist), contact the IT Bar.