

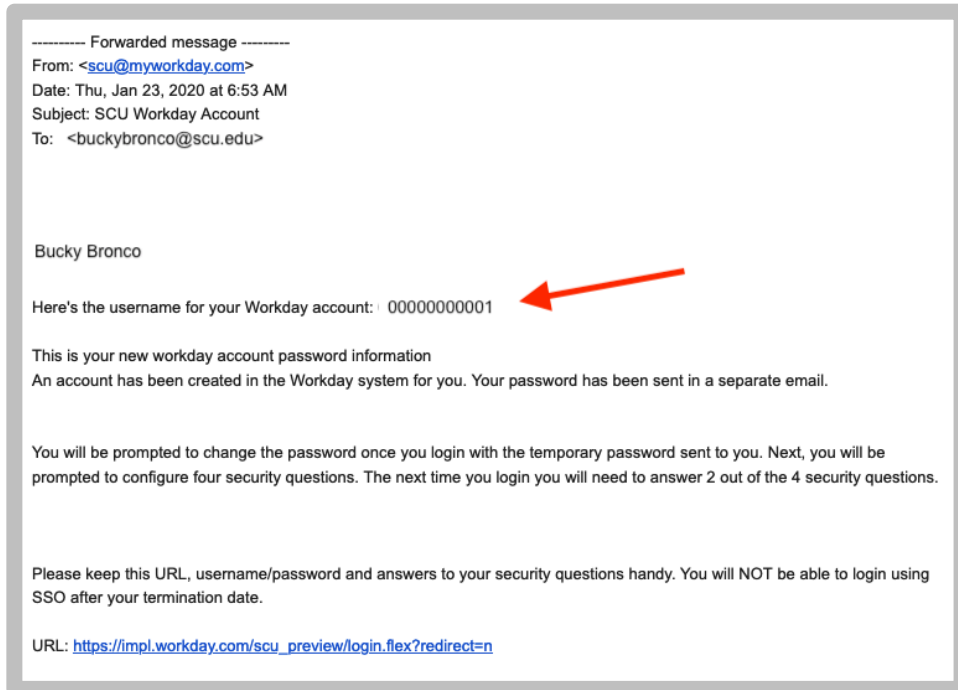
# Native Workday: Logging into Workday Prior to Hire Date

Upon hire or rehire, you will receive **TWO** emails.

1. One email will be from “[scu@myworkday.com](mailto:scu@myworkday.com)”

It will contain:

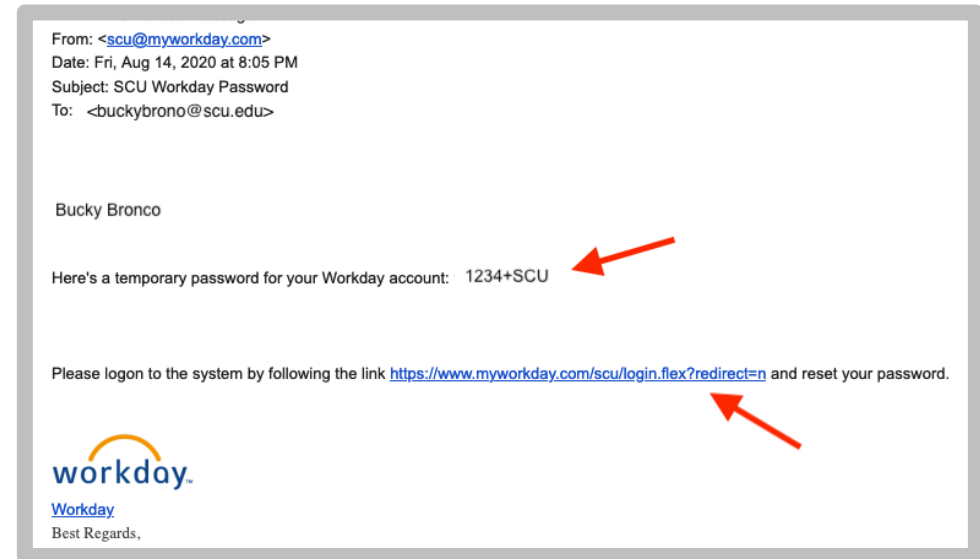
- 1) Your username (your 11-digit employee ID number)
- 2) Instructions on resetting your password



2. Another email will also be from “[scu@myworkday.com](mailto:scu@myworkday.com)”

It will contain:

- 1) temporary password
- 2) Workday link to access your account:  
<https://www.myworkday.com/scu/login.flex?redirect=n>

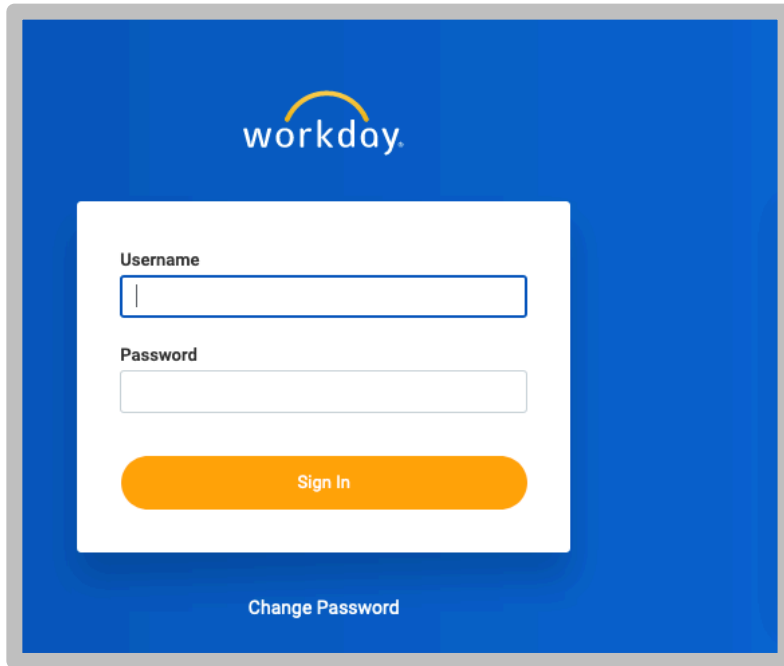


3. Click on the Workday link below:  
<https://www.myworkday.com/scu/login.flex?redirect=n>

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4. Your screen should look like this.



5. Enter your username: 11-digit employee ID number
6. Enter your temporary password
7. Click Sign In
8. You will be prompted to reset your password.
9. From here you will be able to complete any inbox tasks.
10. On your **hire date**, you will then access Workday through single sign-on (SSO) through the MySCU Portal.

<https://www.scu.edu/apps/login/>