



Workday Access Instructions

After your last day at MSK, log in to Workday using your personal (non-MSK) email to view and manage your personal information, benefits, and pay. **Please note, so we can set up your account correctly, your personal email address must be saved in Workday before end of business your last day of work.** This access will end after your termination date.

Follow the steps below to access Workday through your personal email address:

1. Click on the link below and select **Forgot Password**. Enter your 9-digit MSK Employee ID number as your username and your personal email address where noted. Click **Submit**. *If you do not know your MSK Employee ID, you may find it outlined in your Severance Agreement.*

Workday link: <https://www.myworkday.com/msk/login.flex?redirect=n>

Username: your 9-digit Employee ID Number

Note: this Workday link is only accessible using a browser (Google Chrome, Microsoft Edge, Apple Safari, etc.). It is not available via the Workday mobile app. You may consider bookmarking the link in your browser for future use.

Username
123456789

Password

Sign In

Forgot Password?

Forgot Password

Username
123456789

Email
personalemail@gmail.com

Submit

2. Check your personal email account. You will receive an email from Workday@MSK. You should click on the link to **Reset Your Password**.

[EXTERNAL] Password Reset Request for your Workday account

Workday@MSK <msk@myworkday.com>
To: HRM, Workday Test/Human Resources

If there are problems with how this message is displayed, click here to view it in a web browser.

Workday recently received a request to reset the password for your Workday account at 1/4/23, 5:01 PM. Please use the button below to reset it. **This password reset is only valid for the next 1 hour.**

[Reset Your Password](#)

If you are having trouble clicking the Reset Your Password button, copy and paste the URL below into your web browser:
<https://impl.workday.com/msk/login.html?id?fpOneTimeToken=134sf1f4157810abdfqgmargx9gstbcb1mdim35g5b78gwvg99rt5ktu7izkjr84548pbs05lxdcs295t4cnvps7cqr3fy353>

If you require technical support, please contact the **HR Resource Center** at hrrc@mskcc.org or **646-677-7411 from 8 a.m. – 7 p.m. Monday to Friday.**



3. From here, you will be prompted to change your password. Your new password must be at least 10 characters long, and a combination of uppercase and lowercase letters, numbers, and special characters.

Change Password

New Password

Verify New Password

Submit

4. Next, you will be prompted to verify your identity by using a one-time passcode. You should select either your personal email or your personal mobile device to receive this one-time code, which will expire 3 minutes after receipt. You will need to authenticate each time you log-in using the same multi-factor authentication method you selected this first time (email or text).

Please note, we strongly recommend choosing email authentication for greatest security. If you do not receive the code via email immediately, make sure to check your Junk folder.

Setup Multifactor Authentication

Multifactor authentication enhances the security of your Workday account by using a secondary device to verify your identity.

SMS

Receive a text message containing a one-time passcode >

Email

Receive an email containing a one-time passcode >


If you do not have a valid mobile number or if you need additional technical support, please contact the **HR Resource Center** at hrrc@mskcc.org or **646-677-7411** from **8 a.m. – 7 p.m. Monday to Friday**.

If you require technical support, please contact the **HR Resource Center** at hrrc@mskcc.org or **646-677-7411** from **8 a.m. – 7 p.m. Monday to Friday**.



5. Enter the appropriate verification code to log-in to your account.

Enter Verification Code




We sent a verification code to 718****080 (HOME).
Enter this code to verify this phone number.

Verification Code

Continue

Back



Success!

You have verified 908****249 (HOME).

Verification codes will be sent to this phone number
for Workday logins.

Done

Setup Multifactor Authentication

Multifactor authentication enhances the security of
your Workday account by using a secondary device
to verify your identity.

SMS
Receive a text message containing a one-
time passcode ✓

Email
Receive an email containing a one-time
passcode >

Finish

6. Click **Continue**, **Done** and **Finish**.