Memorial Sloan Kettering Cancer Center

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://wd108.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.

2. Check your personal email account. You will receive an email **from MSK Workday Notification <msk@myworkday.com>** with the subject **Password Reset Request for your Workday account**. You should click on the link to **Reset Your Password***.*

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-factory 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.**

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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

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Finish

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

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