

Instructions on Where to Find Workday

Where do I find Workday?

Workday can be found through the MyWellesley Portal (<https://portal.wellesley.edu/>). Once you log in, it will be a small W icon on the top left-hand side.

The screenshot shows the MyWellesley Portal interface. At the top, there is a dark blue header with the Wellesley logo and 'MyWellesley' text. On the right side of the header, there is a 'Log out' link and a row of application icons: Workday, Banner, Google, Sakai, HelpDesk, and Course Browser. The Workday icon, which is a small white 'W' on a dark blue background, is circled in red, and a red arrow points to it from the right. Below the header is a navigation bar with buttons for Home, Employee Services, Administration, Banner ERP, Budget Services, Library, and My Apps. Below the navigation bar, there is a welcome message and a note about logging into multiple Google accounts. The main content area is divided into three columns of widgets: Gmail Unread Messages, College Announcements, Wellesley Q&A, Faculty-Staff Discussion, Faculty-Staff Announcements, Google Calendar, and Important Links.

Welcome to the MyWellesley Portal! Email us at portal@wellesley.edu with any suggestions or issues.

Note: you cannot log into multiple Google accounts in the same browser with the new portal. If you "Add Account" in Gmail to access another Wellesley Google account (such as a generic account), you are sent back to your own account. Suggestions are to use multiple browsers, private mode in a browser, or [setup multiple people in Chrome](#).

Gmail Unread Messages

- 23-Oct-2017
- 23-Oct-2017
- 19-Oct-2017
- 17-Oct-2017
- 17-Oct-2017

College Announcements

Go to the [College Announcement blog](#).

Wellesley Q&A

Go to the [Wellesley Q&A blog](#) and log in with your domain username/password.

Faculty-Staff Discussion

Access [Faculty-Staff Discussion](#) in Google Groups

Faculty-Staff Announcements

Access [Faculty-Staff Announcements](#) in Google Groups

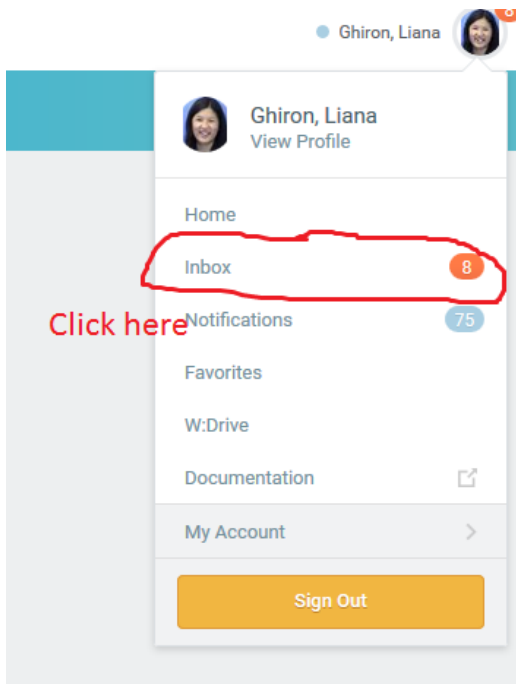
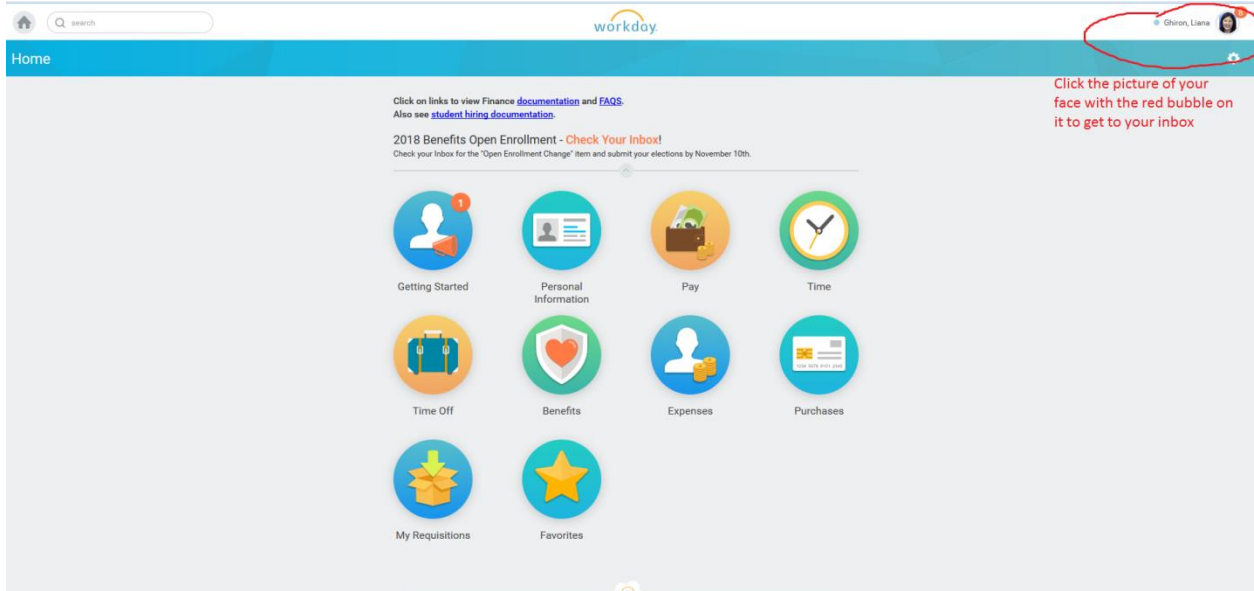
Google Calendar

- 23-Oct-2017 11:00
- 23-Oct-2017 12:30
- 23-Oct-2017 14:00
- 25-Oct-2017 10:30
- 25-Oct-2017 13:00

Important Links

- [25 Live - Schedule an Event](#)
- [Academic Departments](#)
- [Administrative Offices](#)
- [Alumnae Directory](#)
- [Campus Calendar](#)
- [CLCE \(Request for Lecture Funds\)](#)
- [College Directory](#)
- [College Policies](#)
- [College Website](#)
- [Course Catalog](#)
- [Events](#)
- [Facilities Service Requests](#)
- [Library & Technology](#)
- [News](#)
- [OIR Reports](#)
- [Registrar](#)

Once I am in Workday, How do I get to my inbox?



Please remember to fill out ALL of the onboarding material in your inbox to complete the onboarding process.