HOW TO Request PPE In Workday

Individual Providers can request Personal Protective Equipment (PPE) for use when providing care.

1. Login to CDWA's DirectMyCare web portal.
2. From your My Dashboard click the Workday button to go to your Workday homepage.
*If you reach a log in page, enter the same username and password as used to log into the DirectMyCare web portal.

3. From the Workday homepage, locate the Search bar and type “create request.”
4. Select the Create Request task.

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5. In the Create Request pop up, use the dropdown menu to select “All” then select “PPE Request.”
6. Click OK.

7. Read the instructions carefully and complete all required fields below indicated by a red asterisk (*).

8. Click the orange Submit button.

Confirmation of your request will be sent to the email address on file.