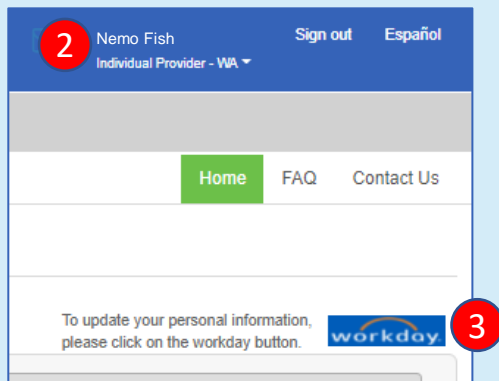


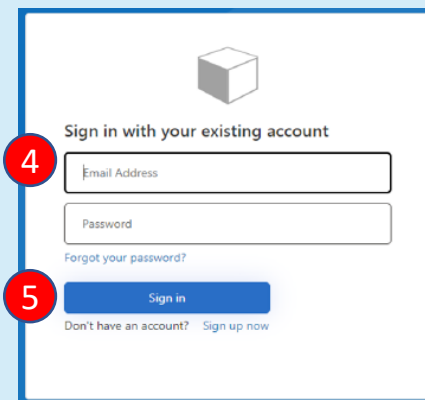
# Workday: Basic Navigation

## Logging In

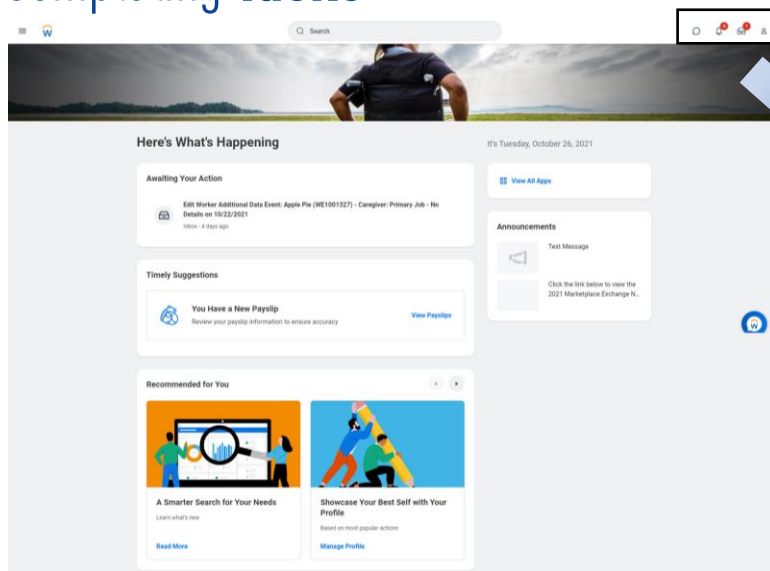
1. Login to **CDWA's DirectMyCare** [web portal](#).
2. Click on your name to go to your User Profile.
3. Click on the Workday button to go to your Workday account.



4. Enter the email address and password you use to log into your **CDWA DirectMyCare** web portal.
5. Click **Sign in** to go to your Workday home page.



## Completing Tasks



1. When you log into Workday, you will see the Workday Home Page.
2. Click on the Inbox icon located in the upper right-hand corner of the Home Page.



3. Your inbox includes tasks that you must complete. The number displayed shows you how many tasks you have left to complete.
4. Complete all tasks in your inbox.

**Tips:** You will see the following features and icons when completing your tasks in Workday.

**Help Text:** Tips to help guide you in completing a task. Some help text may contain links to useful resources.

**Complete Federal Withholding Elections**

2 month(s) ago - Due 06/11/2021; Effective 06/09/2021

If you want more information, click the links below.

Blank W-4 & Instructions - [www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf)

IRS FAQ's - [www.irs.gov/newsroom/faqs-on-the-2020-form-w-4](http://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4)

IRS Tax Withholding Estimator - [www.irs.gov/individuals/tax-withholding-estimator](http://www.irs.gov/individuals/tax-withholding-estimator)

Please note, CDWA is unable to advise you on what to select on the W-4. If you have further questions, contact a tax professional.

**Required Field Indicator:** Fields marked with a red asterisk are required. You must complete the field in order to submit the task



**Dropdown Menu:** Most fields have a prompt button which looks like three little lines. Click on the prompt icon to expand a list of available dropdown options to choose from.

**Warning Messages:** You may see two kinds of warning messages when completing tasks.

\***Alert:** This will show up as an **Alert** in an orange box on your screen. Click **View All** to view the warning. Alerts do not prevent you from finishing your task, but they are worth checking to make sure the information you entered is accurate.



1 Alert

[View All](#)

\***Error:** This will appear as **Error** in a red box on your screen. Errors must be corrected in order to complete your task. Click on **View All** to view the error(s). The most common error is caused by not filling out a required field.



2 Errors

**Inbox:** At any time, you can click on the Inbox icon in the upper right-hand corner to return to your active tasks.



**View All Apps:** In order to access your Workday Apps, click on **View All Apps** from your Home Page on the right side.

 [View All Apps](#)