



JWA Workday Training

Connecting and Logging In / Logging Out
on Kiosk / Desktop

JWA Workday – Logging In / Out

This Training Module Covers:

- Connecting via Desktop
- Logging In on Kiosk / Desktop
- Logging Out on Kiosk / Desktop



This slide list the subjects covered in this module.

Connecting – Step 1 for Kiosk Only



If you are using a **JWA Kiosk**, at the main screen, select “**Workday**” then log on.

Step 1 – Connecting from Desktop Only

<https://www.myworkday.com/jwaluminum/login.html>



Google Chrome



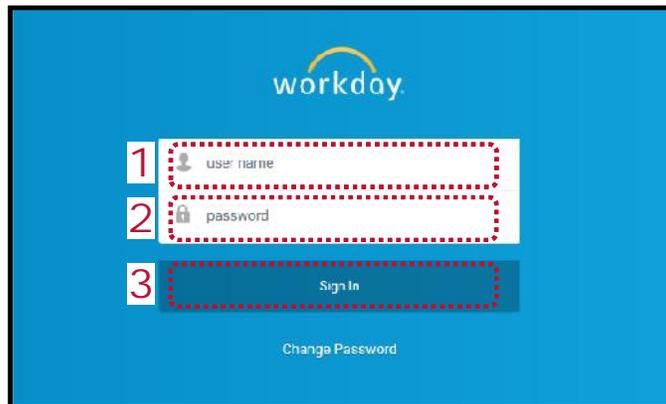
Mozilla Firefox



When Accessing Workday, enter the indicated Website Address into the Web Search entry box. Note, this view shows two Internet server sites. **Google Chrome is recommended.**

This step is not required for the Workday Kiosk located at the JW Aluminum sites.

Logging On to the Computer or Kiosk



The screenshot shows the Workday login interface. At the top center is the 'workday' logo. Below it, there are three numbered steps: 1. A text input field labeled 'user name' with a person icon. 2. A text input field labeled 'password' with a lock icon. 3. A dark blue button labeled 'Sign In'. Below the 'Sign In' button is a link that says 'Change Password'.

NOTE: You will be prompted to change your Username and Password the first time you Log On.

Your new password must be minimum of 6 characters, must include at least 1 letter and 1 Number.



Once the JWA Workday **Sign In** Screen appears:

1. Enter you “**user name.**”
2. Enter your “**password,**”
3. Press **Sign In.**

Initial login protocol is as follows. If you have issues, please contact workdaysupport@jwaluminum.com for a password reset.

User name and password:

Hourly Teammates:

- User name: 5 digit clock number (if your clock number is 4 digits, put a zero in front)
- Password: First 4 letters of your last name with the first letter capitalized and last 4 digits of your Social Security number

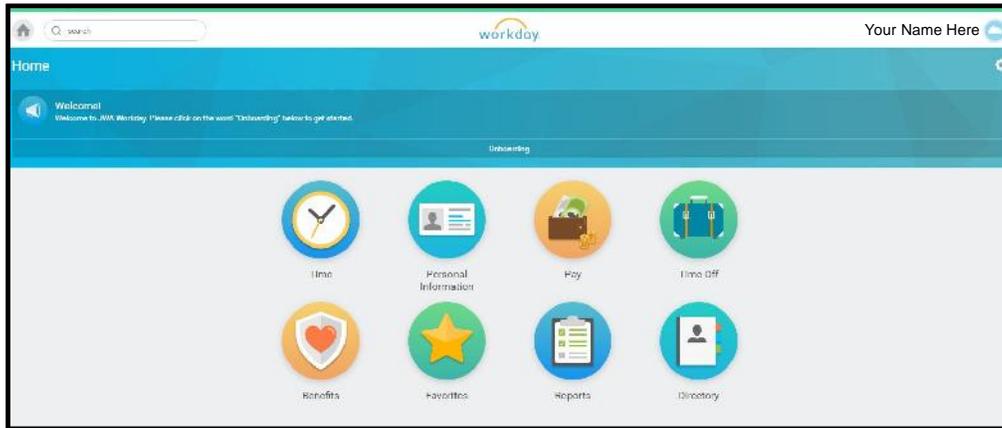
Salary Teammates:

- User name example: firstnamelastname (first and last name with no spaces or periods)
- Password: First 4 letters of your last name with the first letter capitalized and last 4 digits of your Social Security number

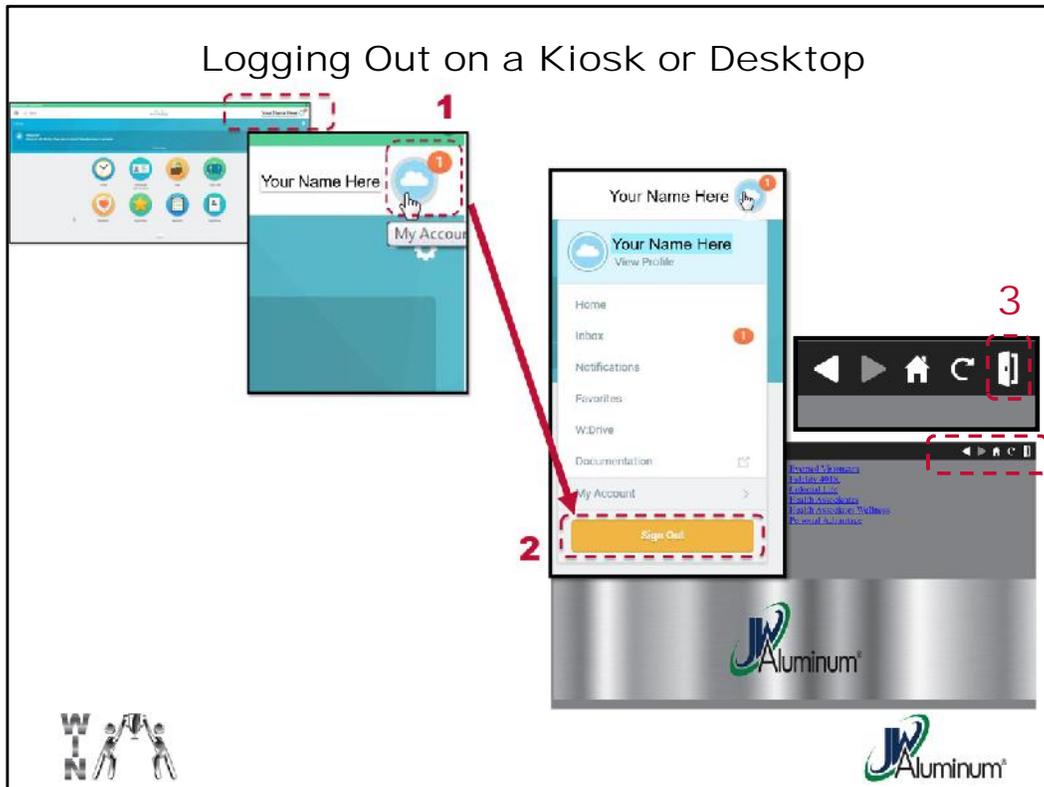
Note: You will be prompted to change your password the first time you Sign In. Your new password must be minimum of 6 characters, must include at least 1 letter and 1 Number.

For security purposes, you'll be asked to change your password every 180 days.

Home Screen Welcome to JWA Workday!



Once you have logged in, the **JWA Workday Home Screen** will appear



To Log Out from a Computer or Kiosk:

1. Click on the **"My Account" Cloud** located in the upper right corner of any screen.
2. When the **"My Account"** dropdown box appears, select **"Sign Out."**
3. If you are on a **JWA Kiosk**, for your added security, press the **close door** button on the upper right portion of the screen.