

Daim Qhia Rau Tus Tuaj Koom

Workday kev qhia tim-ntsej-tim-muag asthiv 1

Workday yog dab tsi?

Workday yog ib qho kev siv tuav ntaub ntawv tshiab tag nrho *Universities of Wisconsin* cov neeg ua haujlwm yuav siv. *Workday* muaj ib lub **website** thiab ib qho **mobile app** (nyob ntawm xaiv).

Koj ua tau:

- Hloov kho tus kheej cov ntaub ntawv
- Hloov daim ntawv kom xa nyiaj ncaj nraim rau
- Xaiv koj cov kev txiav se rau tsoom fwv thiab xeev
- Saib thiab luam cov tw them nyiaj
- Saib cov paj kas phais

Nkag rau hauv Workday

Siv Computer:

- 1. Qhib ib qho **internet browser** (Google Chrome, Safari, Firefox, Microsoft Edge, etc.)
- 2. Nrhiav kab address bar (ntau chaw nyob rau nrhiav)
- 3. Ntaus my.wisc.edu rau ntawm kab address bar
- 4. Nias enter nyob ntawm koj daim keyboard
- 5. Ntaus koj tus **NetID**
- 6. Ntaus koj tus **password**
- 7. Nyem **Log In**
- 8. Ntaus tus **Duo Verification Code (lej)** ntawm koj lub xovtooj rau los kov qhov **Other Options** thiab ntaus koj tus **Duo Mobile passcode (lej)** rau
- 9. Nrhiav qhov **Workday app**
- 10. Nyem **Launch full app** qhib
- 11. Tam sim no koj nkag rau hauv Workday lawm

Siv Xovtooj (Mobile app):

- 1. Mus rau ntawm qhov Apple App Store los Google Play Store
- 2. Nrhiav (thiab xaiv) qhov **Workday**
- 3. Xaiv qhov Install los Get
- 4. Lees tso cai rau qhov application, yog yuav tau ua
- 5. Qhib qhov **Workday Mobile** app
- 6. Kov *Log in*
- 7. Ntaus koj tus **Organization ID (lej)** rau los tsom (*scan*) tus lej **QR Code**
 - a. Organization ID (lej): wisconsin

- 8. Kov Single Sign On
- 9. Xaiv UW-Madison
- 10. Kov **Go**
- 11. Ntaus koj tus **NetID** thiab **password** rau
- 12. Kov **Log In**
- 13. Xyuas qhov **Duo Mobile** kom muaj tseeb: Ntaus tus **Verification Code (lej)** rau los kov **Other options** thiab ntaus koj tus **Duo Mobile passcode (lej)** rau

Hloov tus kheej cov ntaub ntawv

Siv Computer:

- 1. Nyob ntawm sab *Workday Home Page*, nyem qhov *Person icon* (tus neeg) nyob sau sab kaum sab xis. Nov yog qhov *Worker Profile* (Tus Neeg Ua Num Cov Ntaub Ntawv)
- 2. Nyem *view profile*
- 3. Nyem **Contact** ntawm kab liab (*red bar*) nyob ntawm sab lauj. Yog koj nrhiav tsis pom qhov **Contact**, nyem **More**
- 4. Nyem **Edit**
- 5. Nyem Change My Home Contact Information
- 6. Nyem **Add** ntaus qhov chaw nyob, xovtooj, los e*mail* tshiab. Nyem **Edit** [tus xaum (*pencil icon*)] kho qhov chaw nyob, xovtooj, los e*mail* tam sim no
- 7. Nyem tus **Checkmark** khaws cia
- 8. Nyem **Submit**

Siv Mobile phone (Xovtooj):

- 1. Kov qhov **Profile** hauv ces kaum sab xis hauv qab
- 2. Kov tus pencil icon(xaum) puab koj lub npe
- 3. Kov qhov Change My Home Contact Information
- 4. Kov tus **pencil icon** kho tus kheej cov ntaub ntawv
- 5. Thaum koj kho tas lawm, kov qhov **Submit**

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