

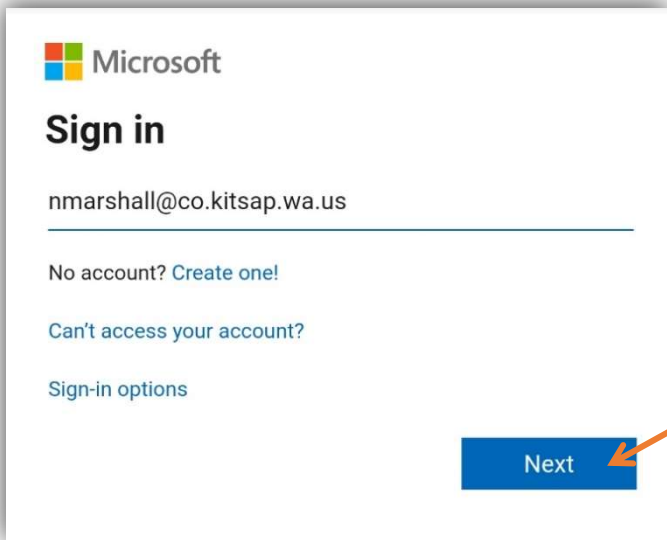


Accessing Workday

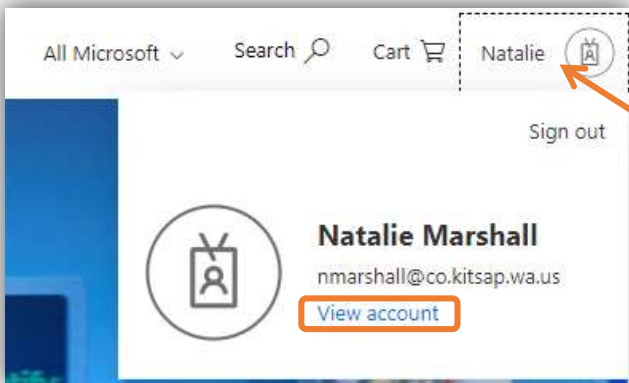
Signing into Workday from Microsoft.com



In your internet browser, go to [Office.com](https://office.com).
Click on **Sign In** link in the top right corner.



A Microsoft sign in screen will appear
Sign in using your **county email address**.

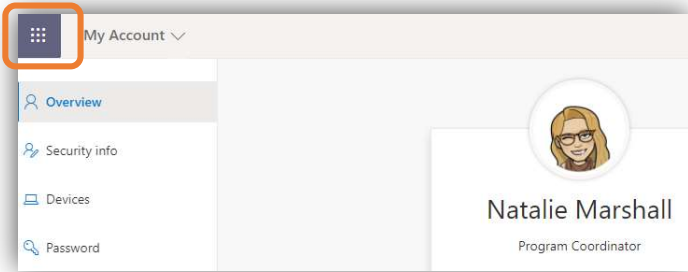



Your name will appear where it previously said Sign In
Click your **Name**
Click **View Account**

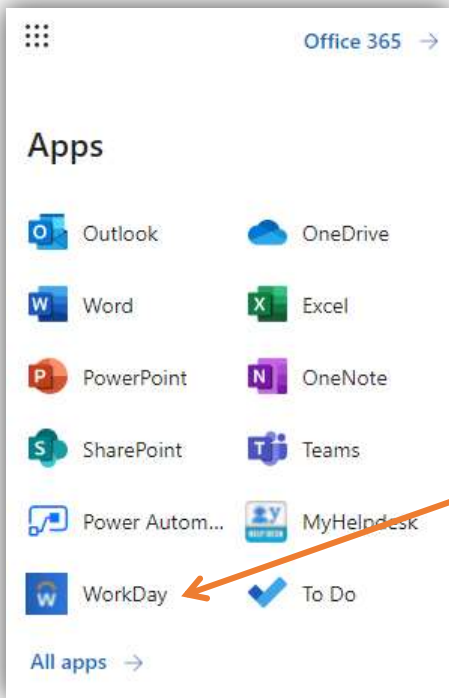


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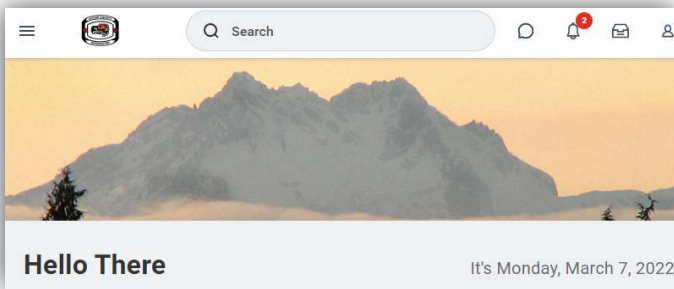
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Your **My Account** Home Screen will appear. Click  button in the top left corner



An **Apps Menu** appears
Click on the **Workday** icon in the bottom left corner.



You will be logged directly into your Workday Home Screen.