

Work Device Browser and Shortcut Setup

This job aid provides step-by-step instructions on how to setup Workday access on a work device by adding a bookmark or favorite in your browser, or by adding a shortcut on your desktop.

Save the New Workday Link – [Edge Favorite](#) or [Google Bookmark](#)
[Add Workday Shortcut](#)

Save the New Workday Link via a favorite or bookmark in your browser

Edge Instructions

Step 1: Open Microsoft Edge.

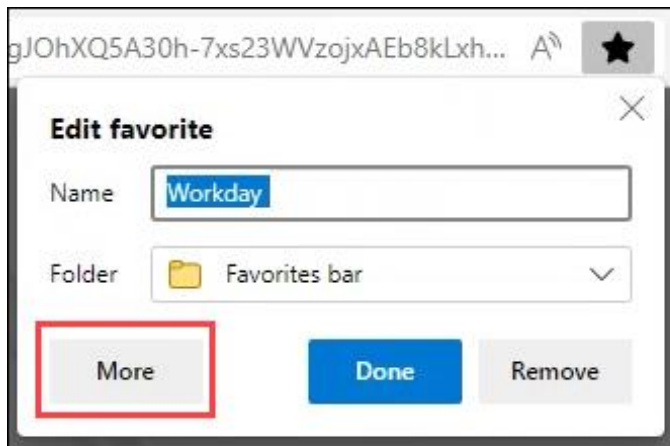


Step 2: Copy the New Workday Link, then click on the star icon in the top right of the address bar.

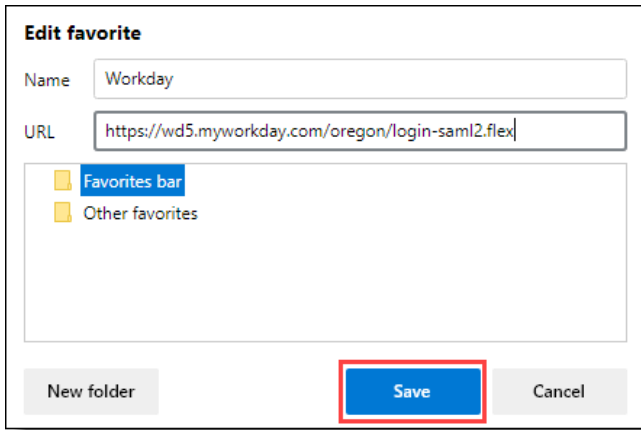
<https://wd5.myworkday.com/oregon/login-saml2.flex>



Step 3: Give the favorite a name and select a location where you would like the favorite saved. Click **More**.



Step 4: Paste the URL in the URL field and click **Save**. Note: Remove any previous Workday URL that was saved.



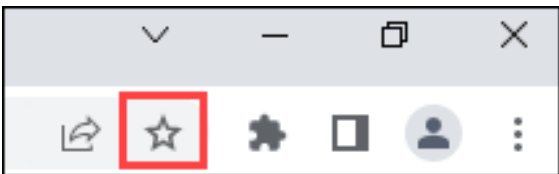
Google Chrome Instructions

Step 1: Open Google Chrome.

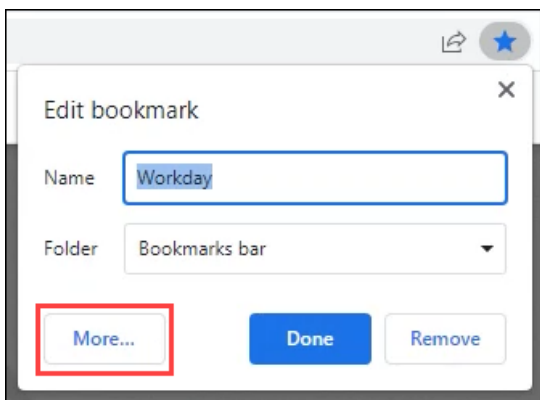


Step 2: Copy the New Workday Link, then click on the star icon in the top right of the address bar.

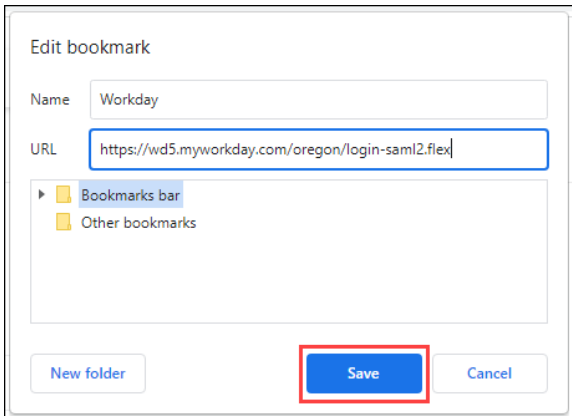
<https://wd5.myworkday.com/oregon/login-saml2.flex>



Step 3: Give the bookmark a name and select a location where you would like the bookmark saved. Click **More**.

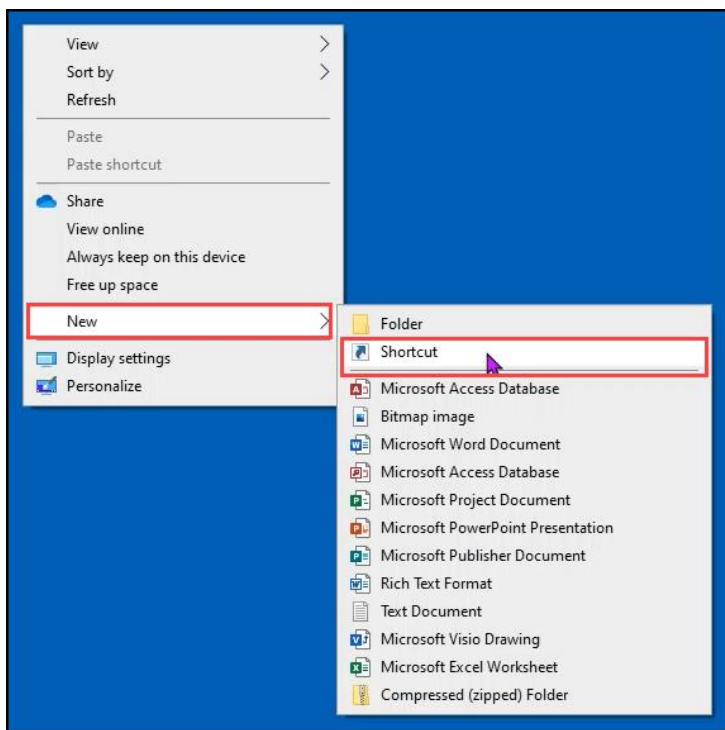


Step 4: Paste the URL in the URL field and click **Save**. Note: Remove any previous Workday URL that was saved.



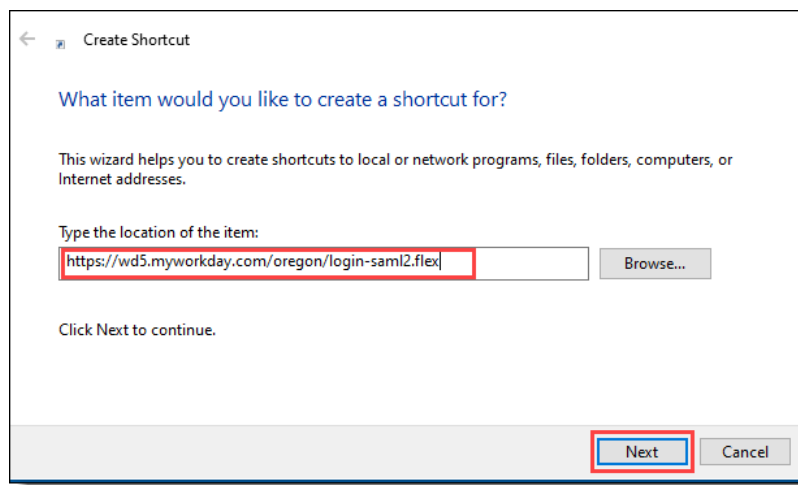
Add a Workday desktop shortcut

Step 1: Right click on an empty area of your desktop. Hover your cursor over **New** and select **Shortcut**.



Step 2: Enter the exact web address for your login page and click **Next**.

<https://wd5.myworkday.com/oregon/login-saml2.flex>



Step 3: Add a name for your desktop shortcut and click **Finish**. A new desktop shortcut will be created. You can now click on this shortcut to be taken directly to Workday.

