## Getting started with Workday

### First – make sure your browser supports Workday

Talk to your IT support if you need help with this.

<table>
<thead>
<tr>
<th>Internet Browser</th>
<th>Version</th>
<th>Requirements/Comments</th>
</tr>
</thead>
</table>
| Google® Chrome   | Latest Supported Version |  • Chrome Mobile is currently supported by our HTML browser application for the latest Android Phone  
                           • Google Chrome is currently supported by our External Career Site               |
| Mozilla® Firefox | Latest Supported Version |  • Mozilla Firefox is currently not supported by our HTML browser application for tablet or phone devices  
                           • Mozilla Firefox is currently supported by our External Career Site               |
| Microsoft® Edge  | Latest Supported Version |  • Microsoft Edge is currently not supported by our HTML browser application for tablet or phone devices  
                           • Microsoft Edge is currently supported by our External Career Site               |
| Apple® Safari    | Latest Supported Version |  • Only supported on Mac OS X  
                           • Safari Mobile is currently supported by our HTML browser application for the latest iOS Phone  
                           • Safari is currently supported by our External Career Site               |
| Opera® Browser   | Latest Supported Version |  • Opera Browser is currently not supported by our HTML browser application for tablet or phone devices  
                           • Opera Browser is currently not supported by our External Career Site               |
| BlackBerry® Browser | Latest Supported Version |  • Blackberry Browser is supported by our HTML browser application only for BlackBerry 10 phones  
                           • Blackberry Browser is currently not supported by our External Career Site               |

### Second – make sure you know your USC NetID password and username

This is often referred to as your official USC username and password, your enterprise password, or your Shibboleth or UNIX password. Some of the other applications and systems that use the USC NetID username and password include Kuali, Blackboard and myUSC.
If you don’t login to any of those systems and need to determine your USC NetID, go to www.usc.edu/firstlogin and submit the requested information. That will give you your username. If you think you know the password associated with that username, try logging in to www.usc.edu/blackboard. If that doesn’t work, contact the ITS Customer Support Center at (213) 740-5555 for help.

Third – if you haven’t already, set up USC’s DUO identification

This extra security step is required to access anything with your USC NetID. (If you’re on this page, you’re already using it!) To set up Duo, visit https://itservices.usc.edu/duo/

Fourth – log in to Workday using your USC NetID

Access Workday through the Employee Gateway at http://employees.usc.edu. You can either click on the Workday icon in the popular links, which looks like this:

Or you can click on “Workday” in the green sign-in banner:

Note that you will be asked to use Duo system to complete logging in.

I’m in – how do I use Workday?

Check out the many helpful guides and videos that walk you through many of the functions available in Workday, all at https://workdayhelp.usc.edu/userguides.