

Workday Essentials

Logging into Workday is required in order to access onboarding, payroll information, and employee self-service actions (e.g. entering time/hours worked and/or absence requests, among many).

Before You Begin

In order to log into Workday, you must have a UVA account (computing ID and password); the process of claiming and activating a new account is something you'll do with ITS. View the [ITS First-Time Account Activation Guide](#), [ITS Account Activation Process](#), [ITS 2-Step Login](#), and the [ITS How-To 2-Step Duo](#) for guidance. If you have any trouble setting up your account (and cannot log in to Workday) Contact ITS directly for help (434-924-4357).

Key Resources

[ITS First-Time Account Activation Guide](#)

[ITS Account Activation Process](#)

[ITS 2-Step Login \(Duo\)](#)

[ITS How-To 2-Step Duo](#)

[LastPass through UVA](#)

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Logging into Workday

Step 1: Navigate to the [UVAHR Webpage](http://hr.virginia.edu): hr.virginia.edu.

Step 2: Click the 'Workday Login' button, located in the top right corner of the page.

Step 3: Authenticate with NetBadge by using either your Digital Certificate or UVA Computing ID and Password.

Note: If you don't know your password or have any issues with your Digital Certificate, view the [ITS Password Help & ID Lookup page](#), the [ITS Digital Certificate page](#), or contact ITS directly (434-924-4357).