

How to log in to Workday to complete your Hire tasks

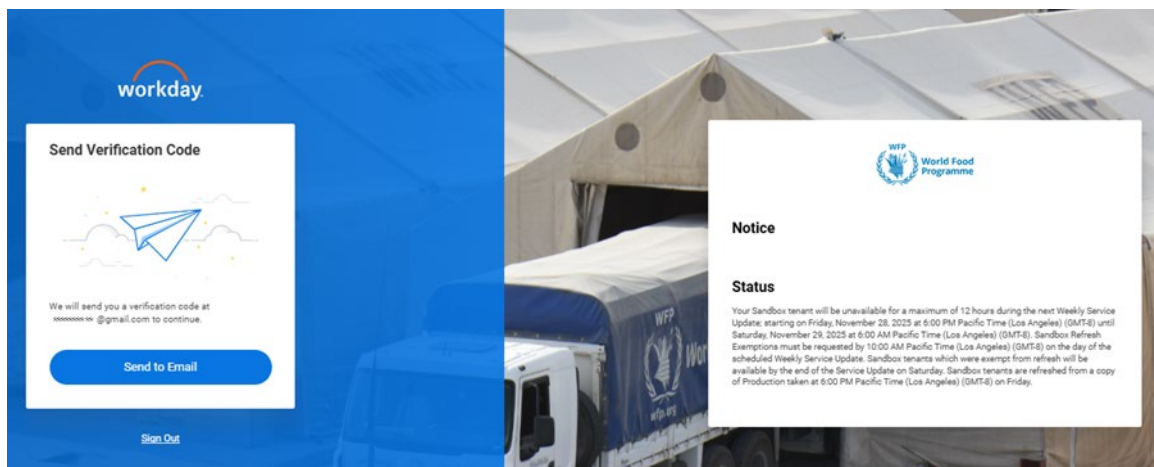
Check your personal email, you should have received two emails from Workday (wfp@otp.workday.com) at your personal email address:

- Email 1: with the **login username** (in case of reappointment, it is your WFP email address)
- Email 2: with the [link](#) to Workday and a **temporary password**

First-Time Login Instructions

Follow these steps access Workday for the first time:

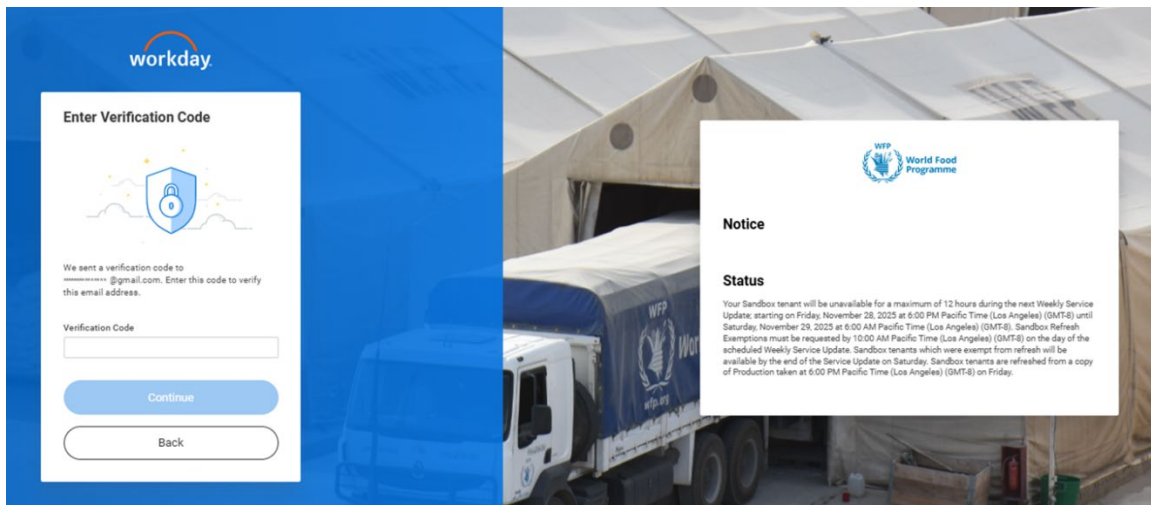
1. Click the link provided in the email to access the **Workday login page**.
2. On the login page, **copy and paste** the username and temporary password from the email.
⚠️ If you are being reappointed: **Do NOT use your previous WFP password** (from before BiS).
3. You will be prompted to **create a new password**. Follow the on-screen instructions for password requirements.
📝 Be sure to **write it down** — you'll need it for future logins.
4. After changing your password, the system will prompt you to send a verification code to your personal email. Select **Send to Email**.



- You will receive an email from wfp@otp.workday.com containing a **6-digit security passcode**.

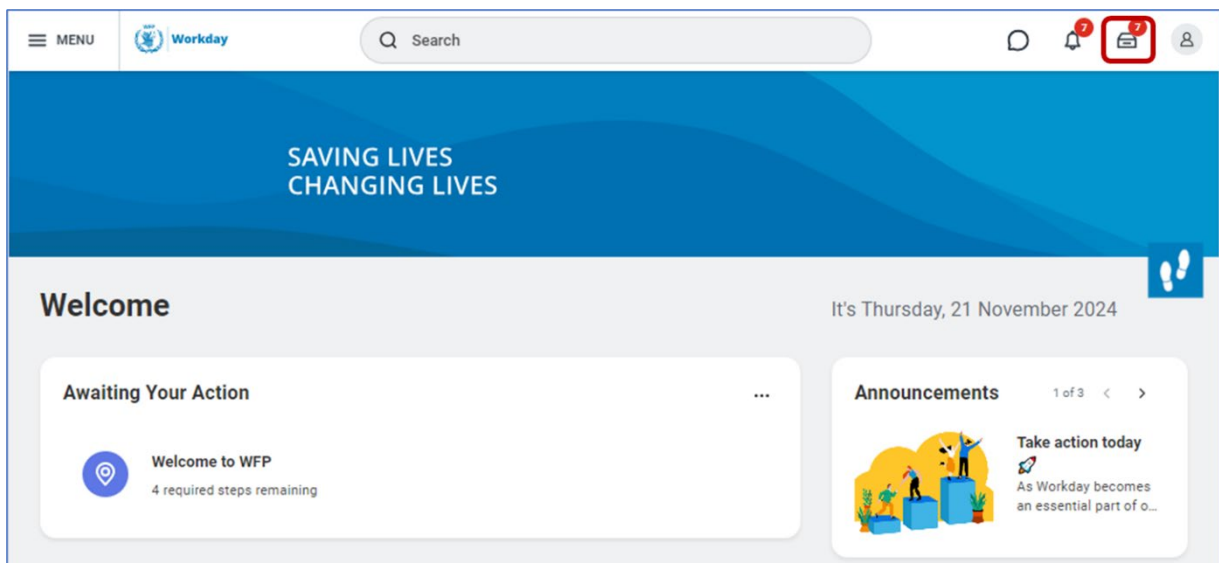
⚠ IMPORTANT: The passcode is valid for only **3 minutes**. If it expires, you must log in again with your new password and request another code.

- Enter the security passcode on the **Enter Verification Code** page in Workday to complete the process.

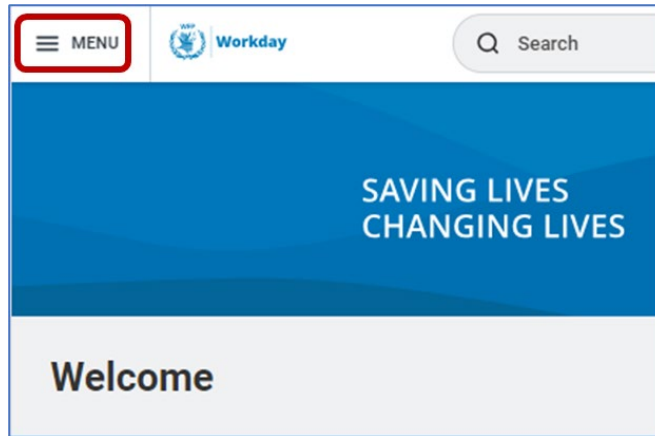


- Click **Continue**. You should now have access to the Workday platform.

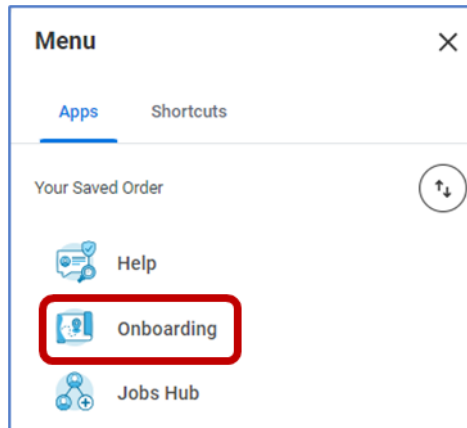
- Check your **My Tasks** inbox for tasks that require your attention.



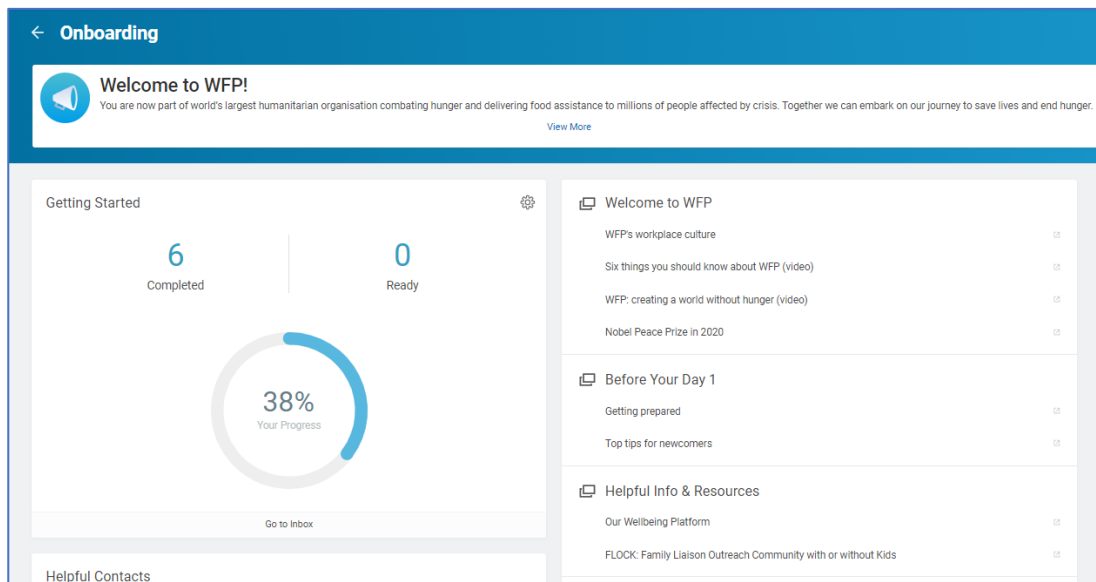
9. Access the **Onboarding Dashboard** by opening the **MENU**.



10. Click on the **Onboarding** app within the menu.



11. The **Onboarding** dashboard provides: an overview on the pending actions, a list of useful resources and helpful contact information.



Important Note for internal candidates

Once you've accepted the Offer - even if you're still under WFP contract - you will **no longer be able to access Workday via the internal WFPgo link** or <https://workday.wfp.org>.

Always use this link to access Workday:

 <https://wd3.myworkday.com/wfp/login.flex?redirect=n>

Need Help?

If you encounter system errors (e.g., a locked account), please review the following:

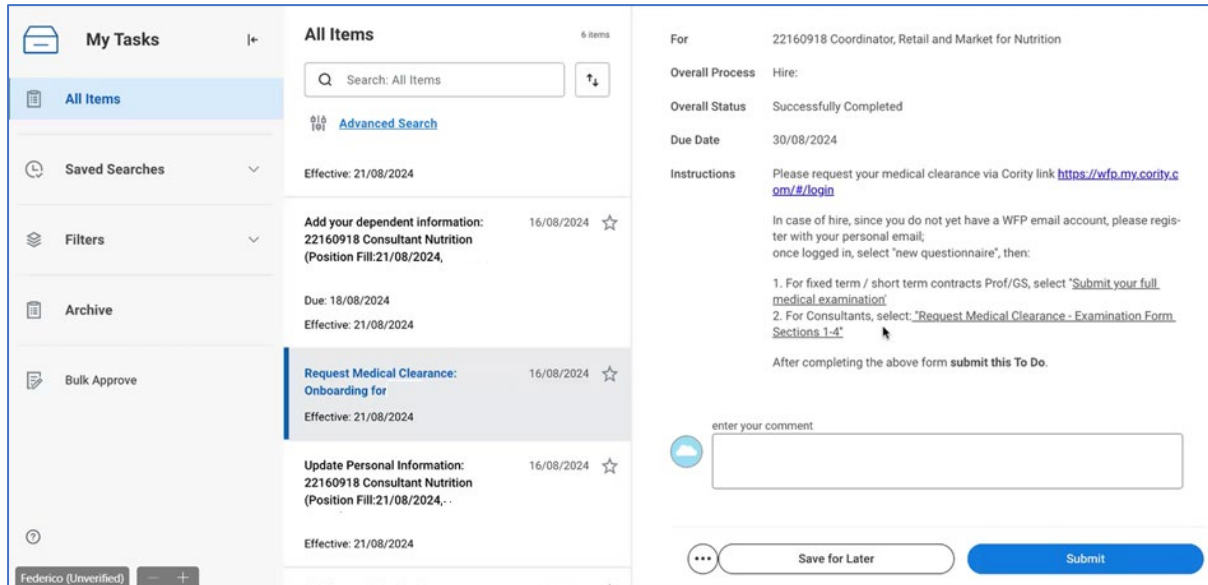
- ✓ Workday automatically locks your account for **30 minutes** after **5 unsuccessful login attempts**. Please wait before trying again with the correct credentials.
- ✓ To unlock your account, click **"Forgot Password?"**. This will trigger a request and send a **one-time-use password reset link** (valid for 2 hours).
- ✓ You can request a password reset up to **3 times within a 24-hour period**.
 - Additional attempts will result in the error: *"Failed to initiate password reset, please contact administrator."*
- ✓ If you're not receiving the "Forgot Password" email and have already exceeded the limit, please wait 24 hours before trying again.

Still having trouble?

Contact: global.hrrecruitment@wfp.org

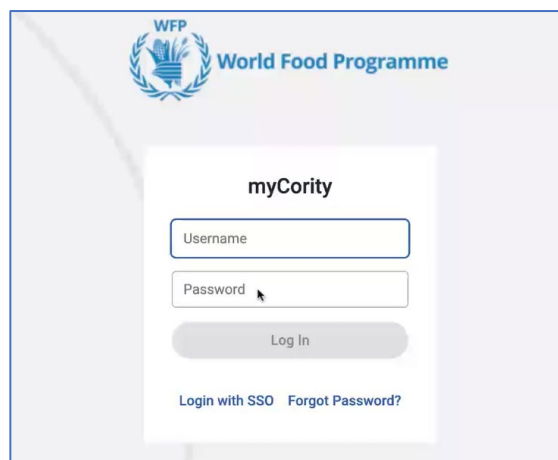
How to access MyCority to request medical clearance

During the hire process, you will be asked to request your **Medical Clearance**. Follow the appropriate steps below based on your situation.



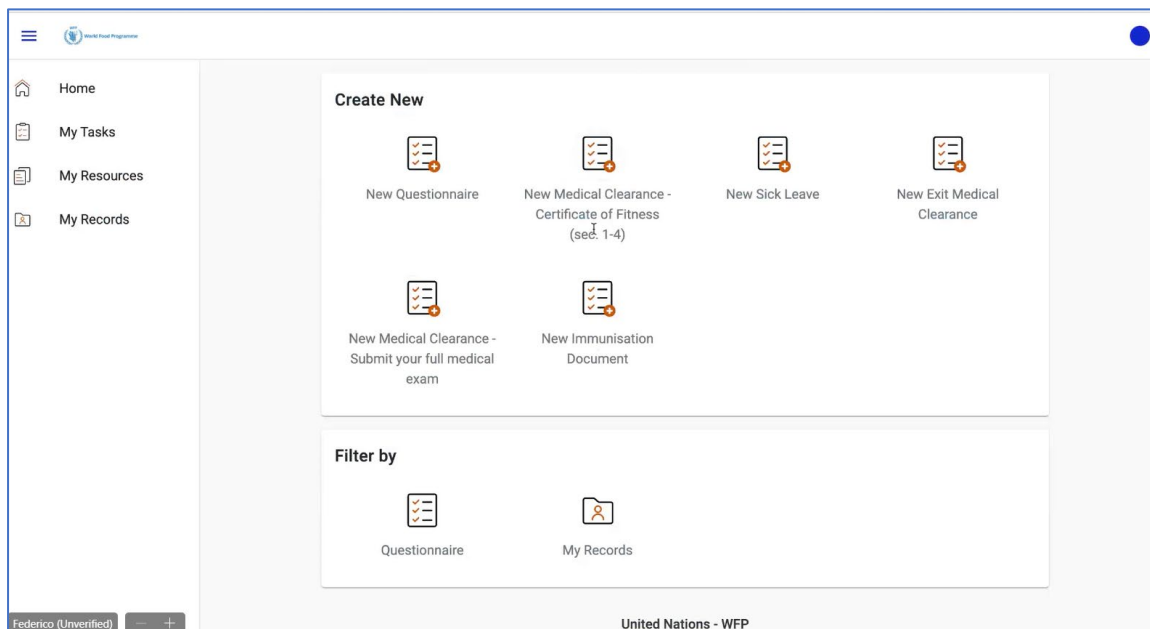
The screenshot shows the MyCority interface. On the left, there is a sidebar with 'My Tasks' and 'All Items'. The 'All Items' section lists several tasks, with 'Request Medical Clearance: Onboarding for 22160918 Consultant Nutrition' highlighted. The main content area shows details for this task, including the overall process (Hire), overall status (Successfully Completed), due date (30/08/2024), and instructions. The instructions state: 'Please request your medical clearance via Cority link <https://wfp.my.cority.com/#/login>. In case of hire, since you do not yet have a WFP email account, please register with your personal email, once logged in, select 'new questionnaire', then: 1. For fixed term / short term contracts Prof/GS, select 'Submit your full medical examination' 2. For Consultants, select: 'Request Medical Clearance - Examination Form Sections 1-4'. After completing the above form submit this To Do.' Below the instructions is a text input field for 'enter your comment' and two buttons: 'Save for Later' and 'Submit'.

1. If you have a valid Medical Clearance (1A or 1B):
 - In the **enter your comment** section, type "Medical clearance valid until [dd/mm/yyyy]".
2. If you need a new Medical Clearance, **click on the Cority link** provided.
3. On the Cority login page, click **Forgot Password?**



The screenshot shows the myCority login page. At the top, there is the WFP logo and the text 'World Food Programme'. Below this, the 'myCority' logo is displayed. The login form consists of two input fields: 'Username' and 'Password'. Below the password field is a 'Log In' button. At the bottom of the form, there are two links: 'Login with SSO' and 'Forgot Password?'.

4. Enter the **personal email address** you used to create your Workday Career account.
5. You will receive a **password reset email**. Open the email and **click the provided link**.
6. On the **Reset Password** page, create a new password and click **Submit**.
7. Return to the login page and log in using:
 - **Username:** Your personal email address.
 - **Password:** The new password you just created.
8. Once logged in, you will see the following options.



9. Choose the relevant option based on the instructions provided by your HR Assistant.