

## Retiree Workday Login Instructions

(Recommended to use google chrome browser)

- 1) Browse to this URL: <https://www.myworkday.com/macombgov/login.html?redirect=n>
  - a. You may want to save this page as a Bookmark or Favorite

You will see a screen that looks like the following:



- 2) Enter your Username in the Username box. Your Username is your Retiree ID – this can be found on your paystub. This is an R followed by 6 digits (example: R099999).
- 3) Enter your temporary password in the Password box. Your temporary password consists of:

**Macomb.** (*capital M and a period at the end*)

**Month** you were born (*first letter capitalized*)

**Day** you were born (*2 digits*)

**Exclamation mark**

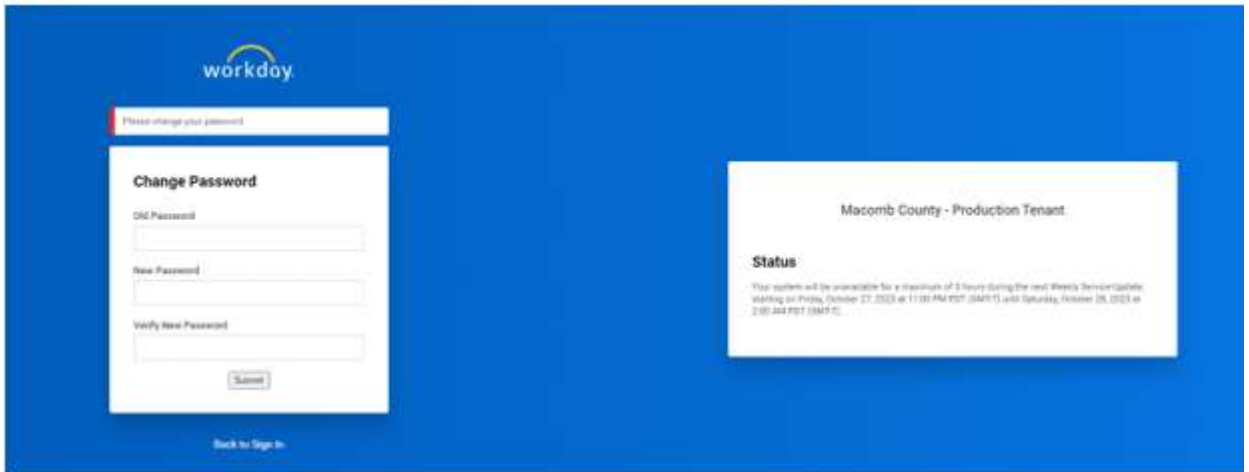
For example, if you were born January 8, 1935, your temporary password would be **Macomb.January08!**

- 4) Once you enter your temporary password in the Password box, click the Sign In button.
- 5) You will then see the screen below to create a password of your choosing. You will enter the following:
  - a Old Password Box: Enter your temporary password from #3 above
  - b New Password Box: Enter a new password of your choosing
  - c Verify New Password: Enter the new password of your choosing again

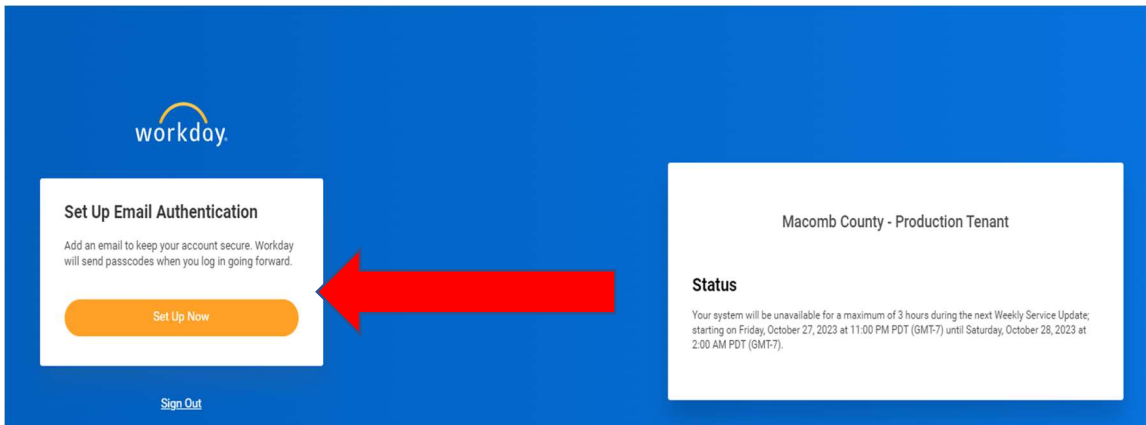
PLEASE NOTE: The new password you create needs to follow these rules:

- Minimum 8 characters
- At least 1 upper case character (A-Z)
- At least 1 lower case character (a-z)
- At least 1 number (0-9)
- At least 1 special character, including !"#\$%&'()\*+,-./:;<=>?@[\\]^\_`{|}~
- Your new password must not be the same as your current password or username.

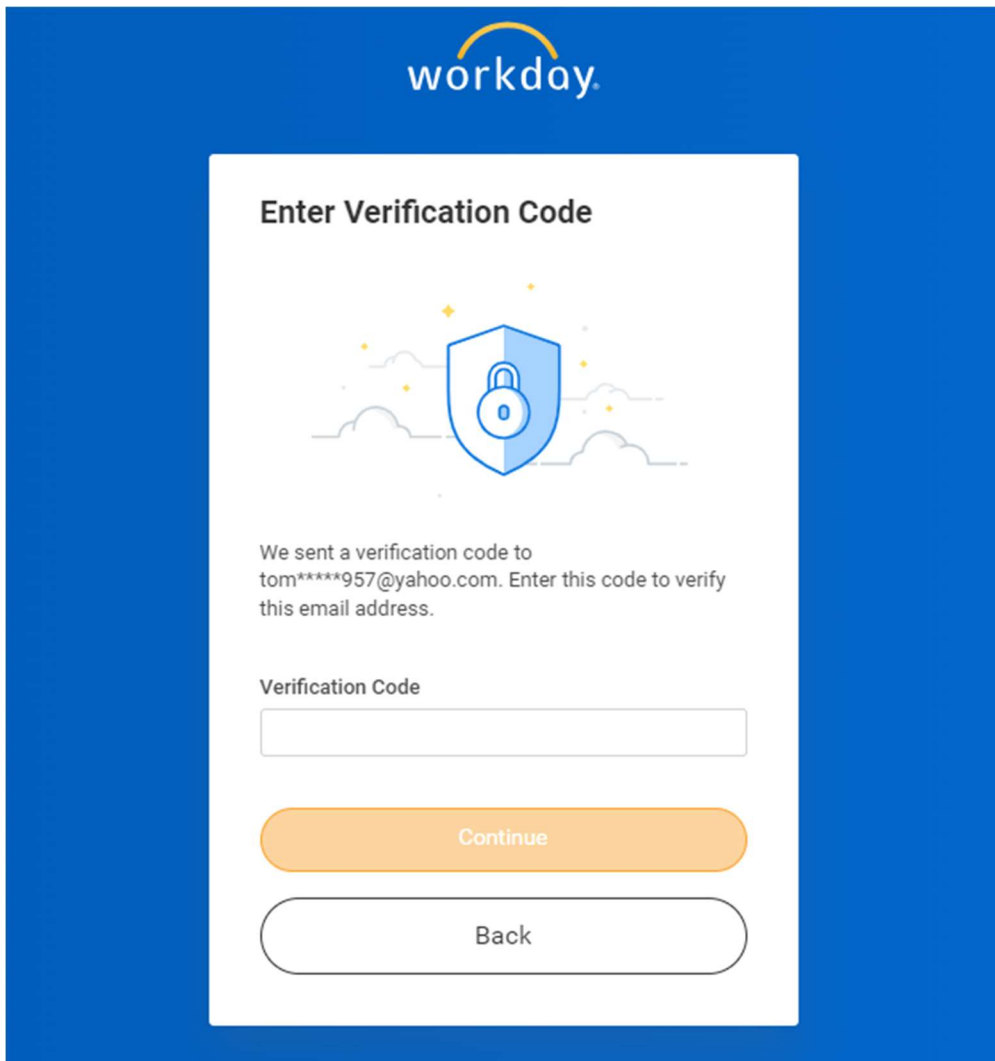
Once you enter the new password, click Submit.



- 6) Once you click Submit, there will then be a secondary passcode required to complete the login. To receive this one-time passcode, click on Set Up Now button.



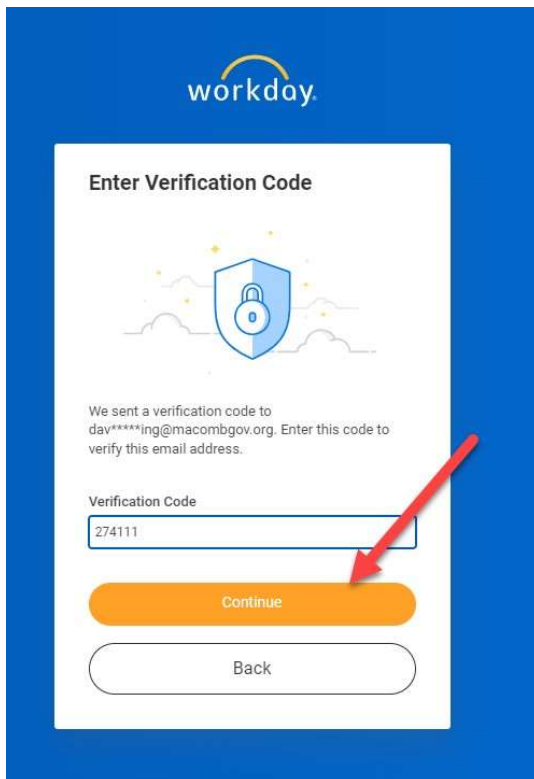
7) The next screen will ask for a verification code. Notice the Continue button is dimmed until the verification code has been entered. Check your email. The email address displayed with the \*\*\*\* should resemble the email address of the user logging in that the Macomb County HRLR Retirement Department would have on file for you.



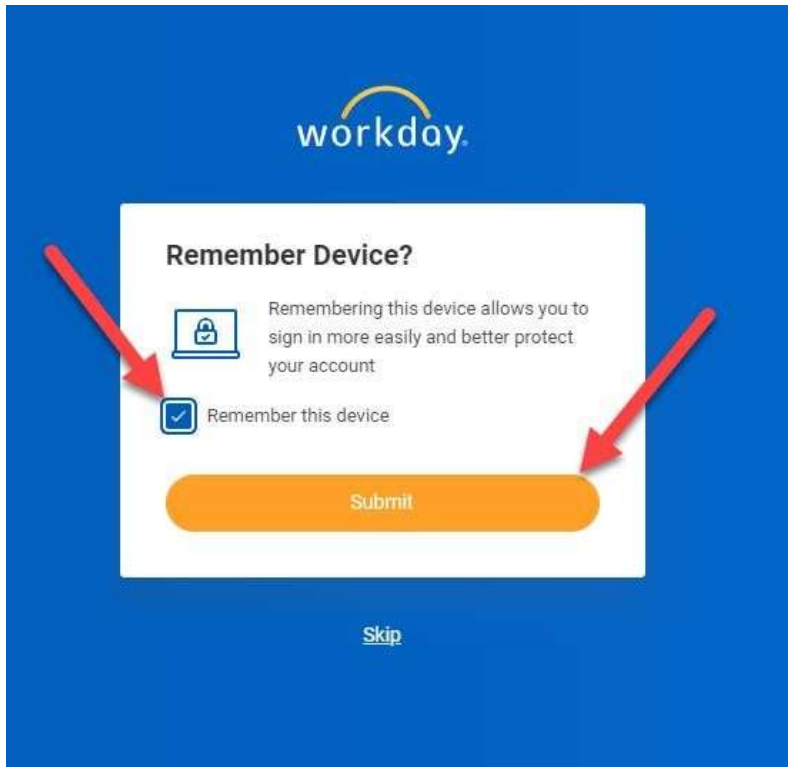
8) Copy the verification code, which is called the passcode in the email from Workday.



9) Paste the code into the Verification Code field and click Continue.



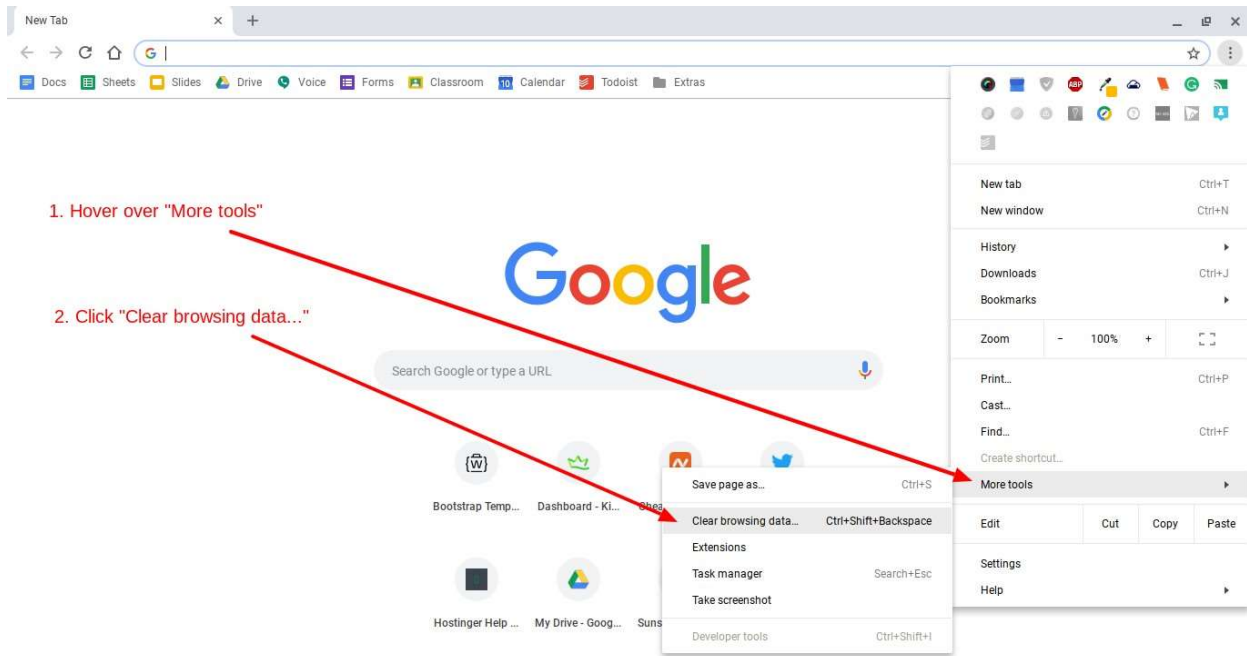
10) Each time a user logs into Workday, that user will receive an email. By checking this box, the system will remember the computer and the user will no longer receive an email that a user logged in. This is a security feature. If an email is ever received that you have logged into Workday and you have not, contact the IT Helpdesk immediately. 586-469-5697



**If you are having problems logging in you may need to clear your cache.  
Instructions for this follow.**

### **Instructions to clear Chrome browser cache**

1. On your computer, open Chrome.
2. At the top right, click More (If More does not show up, click the 3 dot icon in the upper right corner).
3. Click More tools Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data.



## Second option to use private browsing

1. Open Google Chrome.
2. Select the three dot icon in the upper-right corner.
3. Select New Incognito window from the drop-down menu. A new window opens, usually darker colored than normal, showing Incognito at the top right.

