Accessing Workday

Follow these instructions to gain access to Workday from a computer:

If you have a work email address, you will use our Multi-Factor Authentication tool, called Okta, to access Workday. Okta provides an additional level of security for your account. Follow the instructions that apply to you in #1 below to log in. In order to use Okta, you will need download the Okta Verify app to a work or personal mobile device. If you do not have a work phone, and do not want to use your personal mobile device, please reach out to your manager/IT immediately to request a hardware token, also known as a YubiKey.

If you do not have a work email address, follow the instructions below in #2.

Link to Workday: **https://www.myworkday.com/henryschein/login.htmld**

#1 If you have a work email account:

If you have a work email account and have the Okta Verify app, follow these instructions to log into Workday:

1. Click the above Workday link then click **TSM with Okta** to log in with your work email address and password.
2. Your **Username** and **Password** are the same used to login to the Henry Schein Network (email).

   Example: Ted.Lasso@Henryschein.com
3. At this point, if already enrolled in Okta, you will be prompted to send a push notification to your mobile device.

   a. If not enrolled, please click here for instructions on how to enroll.
4. Click Send Push
5. A notification will be sent to your phone - tap on *Yes, It's Me*
6. You're in!

If you have questions about your network account or network password, email **Helpdesk@henryschein.com** or call the IT Help Desk at 631-843-5555.

If you have a work email account and have a YubiKey, follow these instructions to log into Workday:

1. Sign into Okta by clicking here and entering your work email username and password.

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2. When the **Verify with YubiKey** page appears, insert the YubiKey and tap its button when prompted.

3. You're in! Click the Workday option.

If you are a Henry Schein One TSM, follow these instructions to log into Workday:

1. Click on **Henry Schein One TSM** to log in with Azure. For questions, please reach out to your IT department.

#2 If you do not have a work email address:

If you do not have a Henry Schein network account, follow these instructions to log into Workday:

1. Click the above Workday link and click **TSM without a Work Email Address** to log in with your Username and Password.

2. Your **Username** will be your **TSM ID**:

   a. If hired prior to 9/22/15, your username will be prefixed with US.

   Example: US123456

   b. If hired after 9/22/15, your username will be prefixed with G.

   Example: G123456

   c. If you are unsure of your TSM ID, please contact your HR Business Partner.

3. Your initial temporary password was sent to your personal email address during onboarding. You will have updated it the first time you logged in. Please use the updated password.

If you would like to access Workday mobile via the Workday App and need instructions, please click here and click on the How-To Guides, Accessing Workday, then Workday Mobile.

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