First time logging into Workday mobile
Workday: Quickstart

THIS JOB AID IS FOR: All Teammates

Logging into Workday (Web Version)

From a desktop or laptop computer

1. Open your web browser and navigate to https://www.mclaneco.com/

2. Click the **Login** button on the top right of the screen

3. Enter your *Network ID* and your *Network Password* when prompted

   a) If you are not on the McLane network, you will be required to acknowledge an Okta Verify MFA prompt

   b) You will be prompted to install Okta Verify if you have not done so already

4. Click the **Workday** icon to access Workday

Logging into Workday (Mobile Version)

From your Android or Apple iOS device

1. From your Apple iOS or Android app store, search for "Workday", install and open the application

2. Enter **mclaneco** for the organization ID if prompted

3. Enter your *Network ID* and *Network ID Password* when prompted

   a) If you are not on the McLane network, you will be required to acknowledge an Okta Verify MFA prompt

   b) You will be prompted to install Okta Verify if you have not done so already

Notes:
- Further information on Okta Verify can be found in the "First time logging into Workday mobile" and "First time logging into Workday web browser" documents

Questions? Contact your HR Team