



Quick Reference Guide

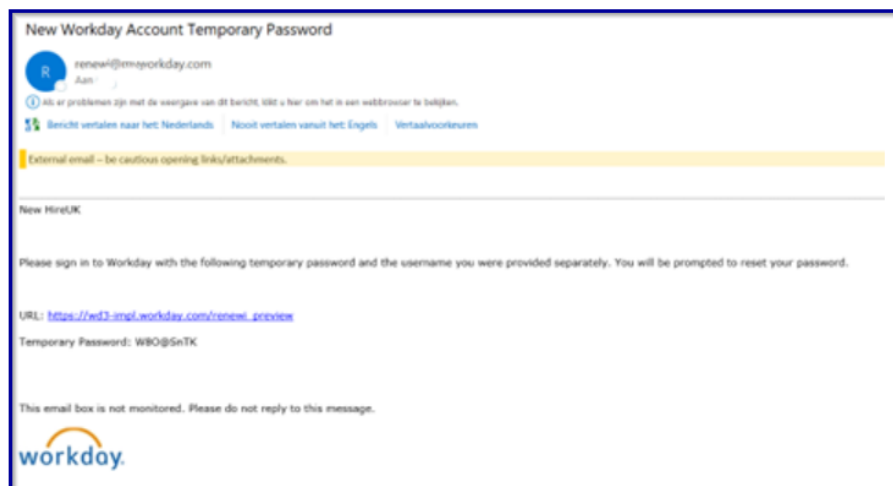
Log in to Workday

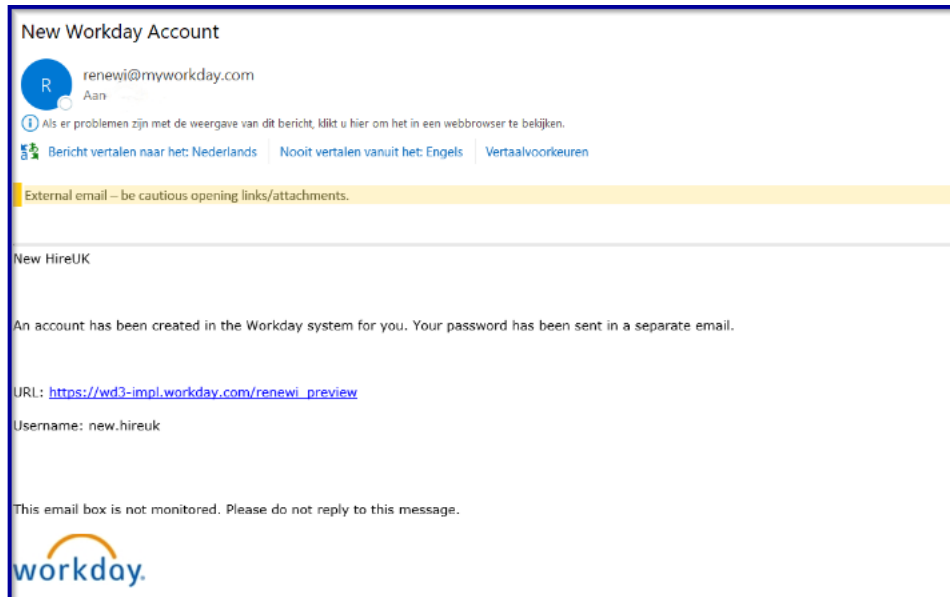
This guide describes the process of logging into **Workday** as a new employee so you can complete the tasks necessary to complete your **onboarding** at Renewi.

Stap 1.

- As soon as onboarding tasks are ready for you, you will receive two emails from the email address renewi@myworkday.com to the email address provided by your manager during the application process.

renewi@myworkday.com External email – be cautious opening links/attachments.	New Workday Account
renewi@myworkday.com External email – be cautious opening links/attachments.	New Workday Account Temporary Password

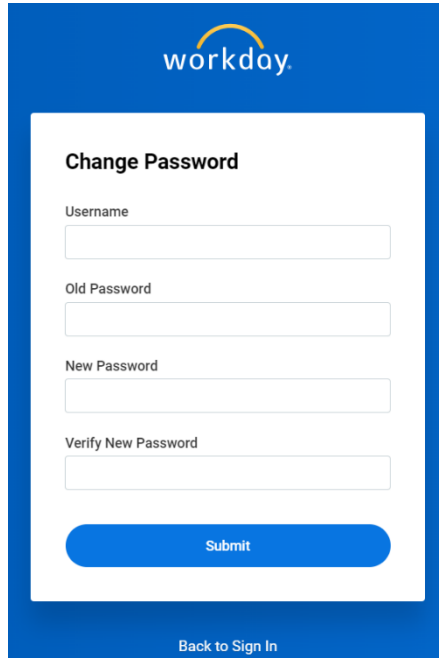




- In both emails you will find a URL to Workday. Click on the URL in one of the emails. Use the username (in this case new.hireuk) from one email and the password from the other email.

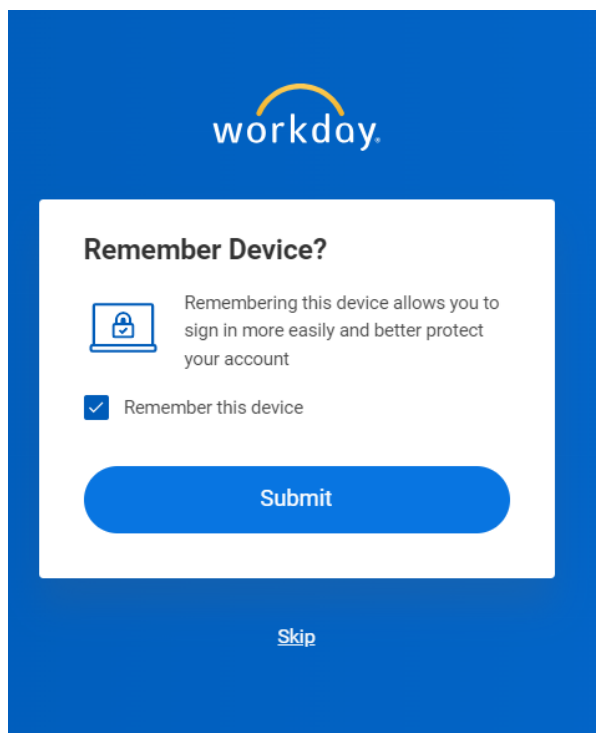
Step 2.

- A notification will appear asking you to change your password.



The image shows a 'Change Password' form on a blue background with the Workday logo at the top. The form is white and contains the following fields: 'Username', 'Old Password', 'New Password', and 'Verify New Password'. Each field has a corresponding input box. Below the fields is a blue 'Submit' button. At the bottom of the form, there is a link that says 'Back to Sign In'.

- Change your password and make sure you remember your password well and keep it safe. From now on you can log in with this password. The next screen will pop up.



The image shows a 'Remember Device?' form on a blue background with the Workday logo at the top. The form is white and contains the following elements: a title 'Remember Device?', a lock icon, a paragraph 'Remembering this device allows you to sign in more easily and better protect your account', a checked checkbox next to the text 'Remember this device', a blue 'Submit' button, and a 'Skip' link at the bottom.



- Select **Remember this device** and select **Submit**. Do not select **Skip**. The next screen will pop up.

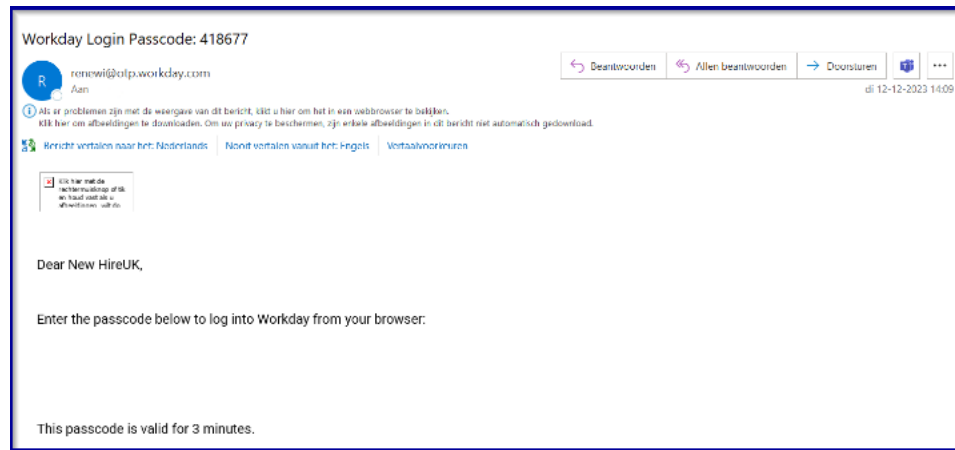
The screenshot shows a blue Workday login screen. At the top is the Workday logo. Below it, the heading "Set Up Email Authentication" is displayed. The text explains that adding an email keeps the account secure and that Workday will send passcodes. It also notes that this step can be skipped once. At the bottom, there are two buttons: "Set Up Now" (highlighted in blue) and "Maybe Later" (outlined in white).

- Select **Set up now**. The next screen will pop up.

The screenshot shows a blue Workday login screen. At the top is the Workday logo. Below it, the heading "Enter Verification Code" is displayed. There is an illustration of a shield with a padlock. The text states that a verification code was sent to the email address "ari*****vos@renewi.com" and asks the user to enter it. Below this is a text input field for the "Verification Code". At the bottom, there are two buttons: "Continue" (highlighted in blue) and "Back" (outlined in white). A link "Skip For Now" is visible at the very bottom.



- You will then receive the email below.

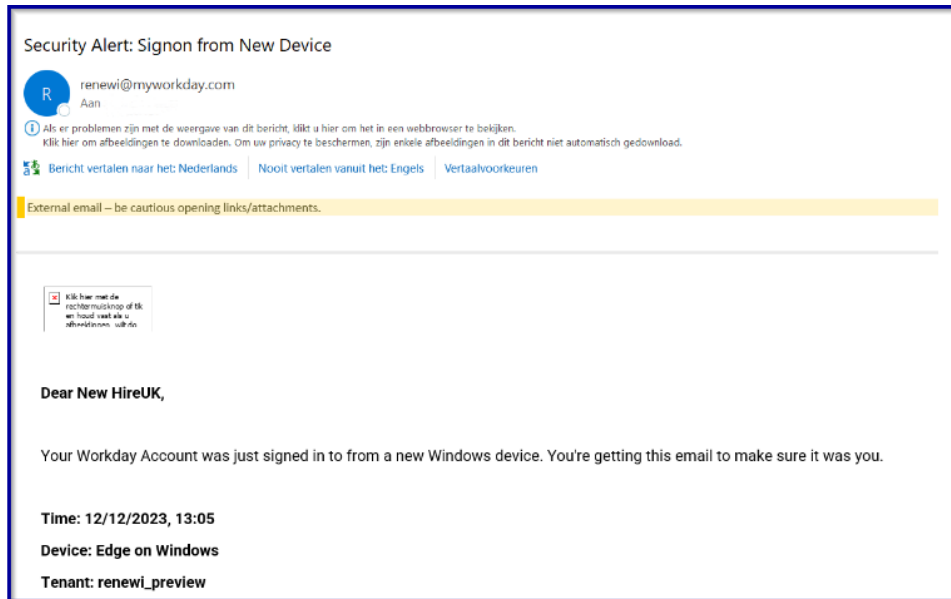


- Enter the verification code you received into the appropriate field in Workday and select **Continue**.
- You are now logged in.

The next time you want to log in, the username will remain the same (new.hireuk). The password is the changed password that you chose yourself. If you want to log in a second or third time, you will receive a new verification code by email with which you can log in again.

Please note:

You can receive the email below when you log in for the first time with a new device. This is for your information.



Once you have actually started working, you can log in with your Renewi email address instead of your personal email address. As soon as your account has been created, you will receive an email about this.

Please note: this email may also end up in your unwanted email box.