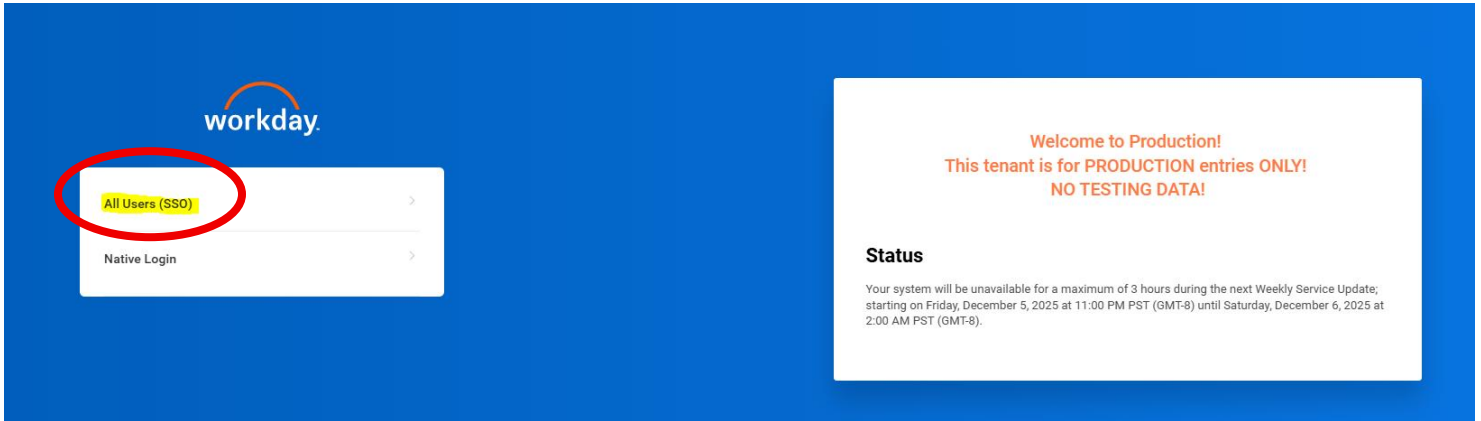# Locating Your NetID in Workday
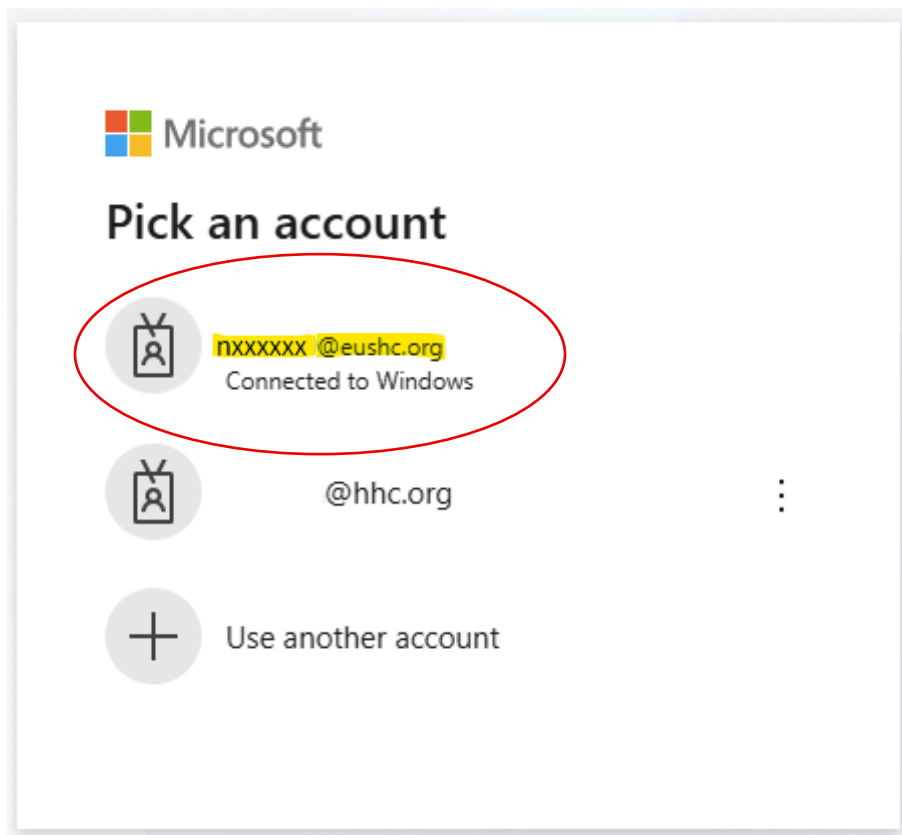
Locate the Workday icon on your desktop to open Workday:

Log into Workday by clicking on "All Users SSO"

If you are prompted to pick an account, please select your nxxxxxx@eushc.org account.
Your NetID number will replace the x's seen in the screenshot below:

Once you have selected your Emory account, you will be directed to the Emory Healthcare login page. **Be sure to select Emory Healthcare under Primary Organization.** You will see that your Network ID is already populated for you. (If your Network ID is not populated for you, enter your NetID number only. You will not enter the @eushc.org during this step)

Enter your Emory Healthcare password

Click Sign in

EMORY UNIVERSITY   EMORY HEALTHCARE | Login

Primary Organization

○ Emory University
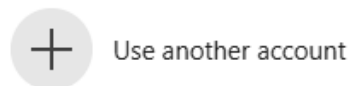● Emory Healthcare

Network ID

nxxxxxx@eushc.org

Password

Password

Sign in

This system is intended for authorized users only, and unauthorized use is strictly prohibited. By proceeding, you are acknowledging your agreement to these terms and conditions.
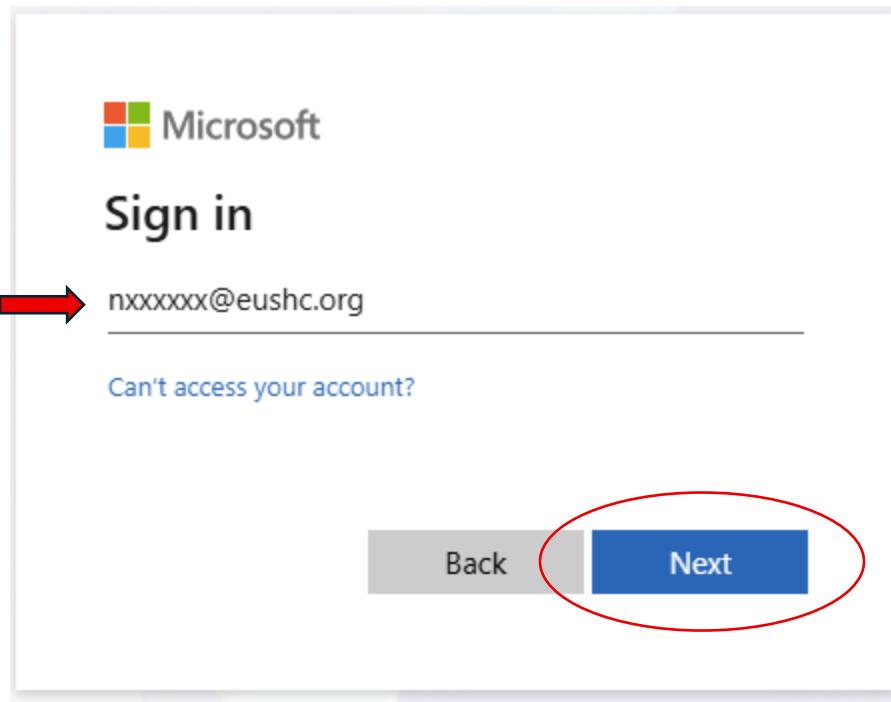
Password Maintenance   Office 365 Help

University Service Desk — 404-727-7777
EHCIS Service Desk — 404-778-4357 (8-HELP)

NOTE: If you do not see nxxxxxx@eushc.org as an option to select, select Use another account:

\+   Use another account

You will be prompted with a Sign in screen. You will sign in using your NetID followed by @eushc.org as shown below. (replacing the x's with your NetID number):

Click Next

This will take you to the Emory Healthcare login page. **Be sure to select Emory Healthcare under Primary Organization.** You will see that your Network ID is already populated for you. (If your Network ID is not populated for you, enter your NetID number only. You will not enter the @eushc.org during this step)

Enter your Emory Healthcare password

Click Sign in

- When asked if you would like to stay signed in, select Yes.

Find my NetID inside of Workday

Click on your profile picture (top right)

Click View Profile

Once you have successfully logged into Workday, click on the "Personal" tab (on the left)
Click on the "IDs" tab
Scroll to the bottom under "Other IDs" section. You will see your EHC Network ID listed (Nxxxxxx)

NOTE: If you are accessing API externally and do not know your NetID you will need to contact your supervisor to obtain that information.

- o API External: https://apiweb.hhc.org/APIHC/TASS/WebPortal/APIHealthcare/Login.aspx