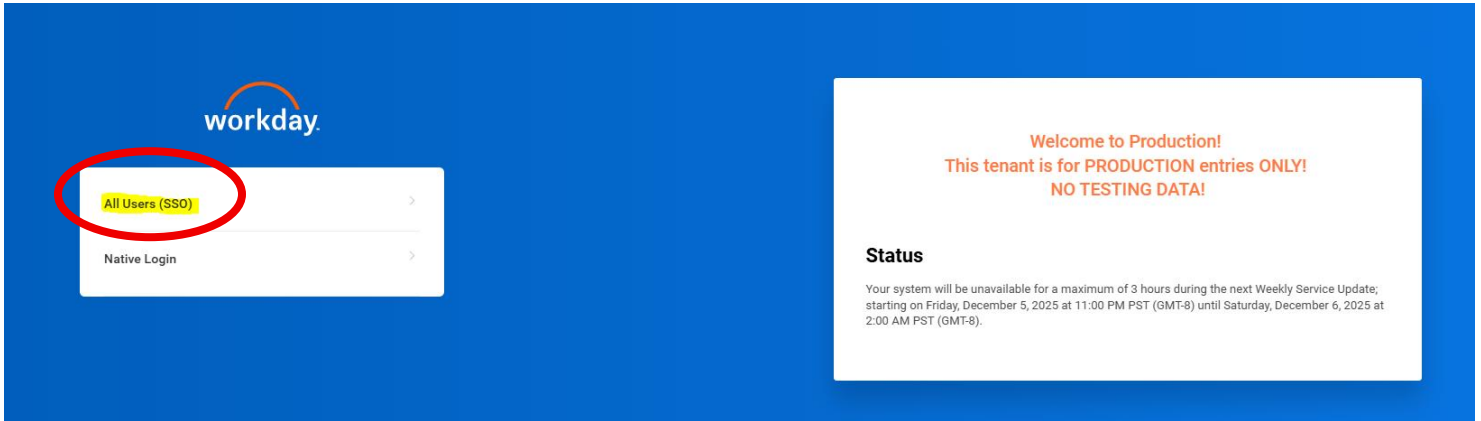


# Locating Your NetID in Workday

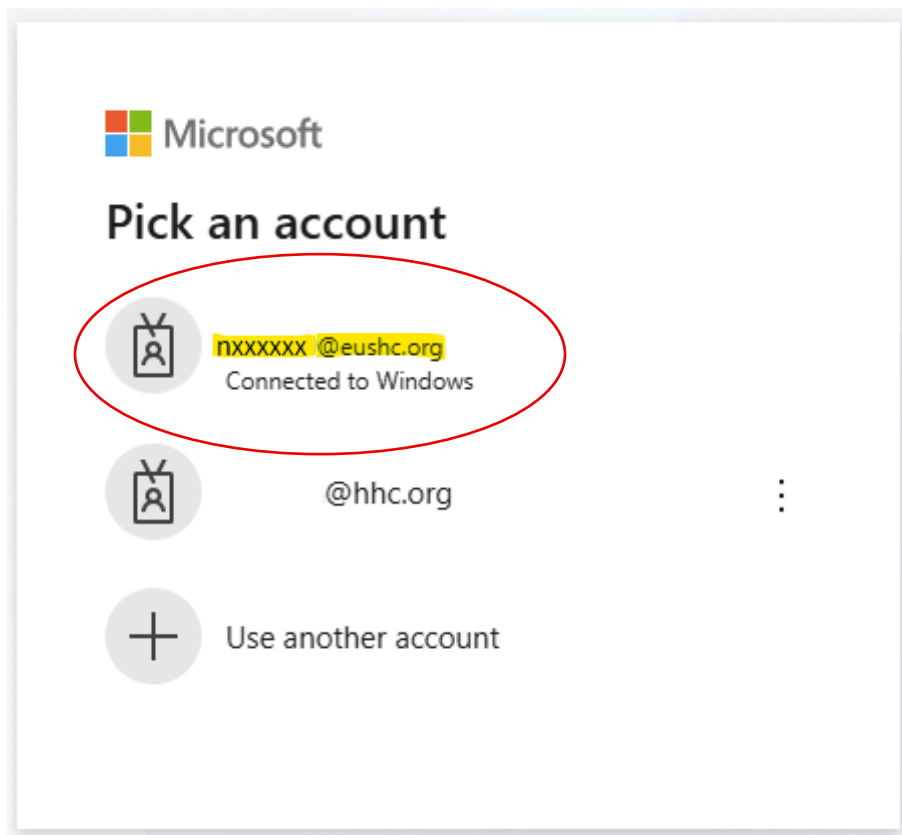
Locate the Workday icon on your desktop to open Workday:



Log into Workday by clicking on “All Users SSO”




If you are prompted to pick an account, please select your [nxxxxxx@eushc.org](mailto: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



Primary Organization

☐ Emory University

☒ Emory Healthcare

Network ID

nxxxxxx@eushc.org

Password

Password

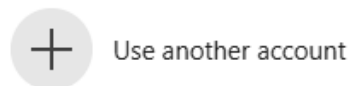
[Sign in](#)

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](#).

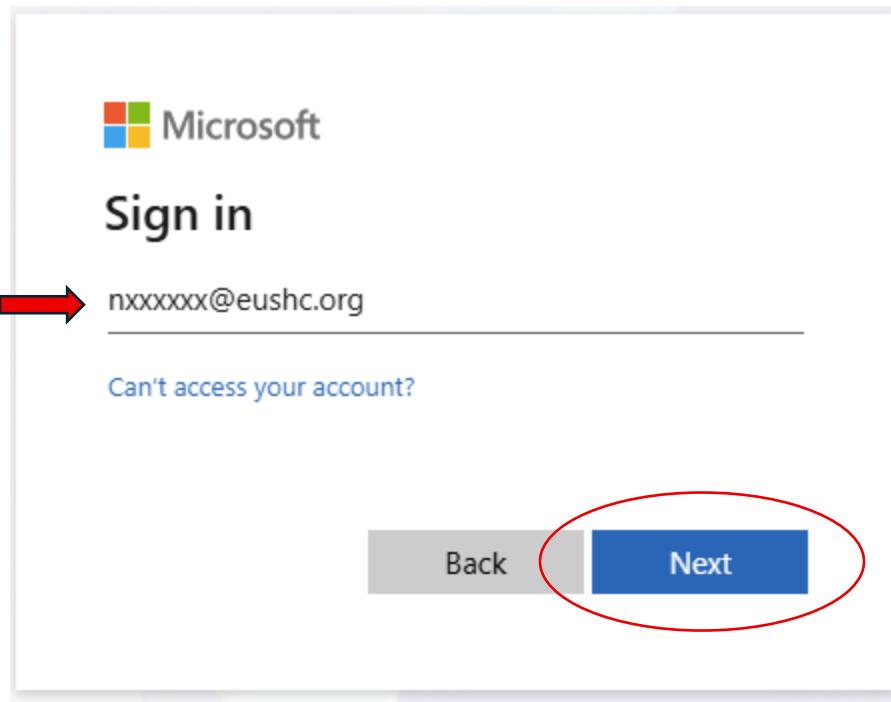
[Password Maintenance](#) [Office 365 Help](#)

**University Service Desk — 404-727-7777**  
**EHCS 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:



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

A screenshot of the Emory Healthcare login page. At the top are the Emory University and Emory Healthcare logos, followed by a "Login" link. Below is a section for "Primary Organization" with two radio buttons: "Emory University" and "Emory Healthcare" (which is selected). Below that is a "Network ID" input field containing "nxxxxxx@eushc.org", with a red arrow pointing to it. Below the Network ID field is a "Password" input field, also with a red arrow pointing to it. At the bottom of the form is a blue "Sign in" button, which is circled in red. Below the form is a disclaimer: "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." At the very bottom are links for "Password Maintenance" and "Office 365 Help", and contact information for the "University Service Desk" and "EHCIS Service Desk".

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



### Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes

## Find my NetID inside of Workday

Click on your profile picture (top right)

Click View Profile



Search



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)

Personal Information Names **IDs** Documents



Summary  
Job  
Compensation  
Benefits  
Pay  
Contact  
**Personal**

Verify National ID	United States of America	Social Security Number (SSN)	XXX-XX-XXXX		
Other IDs 4 items					
Other ID Type	Organization	Description	Identification #	Issued Date	Expiration Date
Badge ID					
PeopleSoft Employee ID					
EHC Network ID			Nxxxxxx		
PPID					

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

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