

**Scope:** Use this process to access **Workday** remotely – such as from home, or on a mobile device.



**Note:** If you have a Cleveland Clinic iPhone, you should already have the Symantec VIP Access app to register your phone for remote access. If you still need to register your phone, work or personal, follow [these instructions](#) to download the VIP Access app.

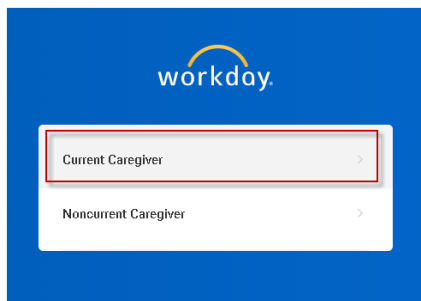
To access **Workday** via your browser enter [ccf.org/onehr](http://ccf.org/onehr) or to **access** Workday via your mobile device, click on the Workday app.

**Note:** To download Workday app, see [Install Workday App job aid](#).



**Start:** Select **Workday**

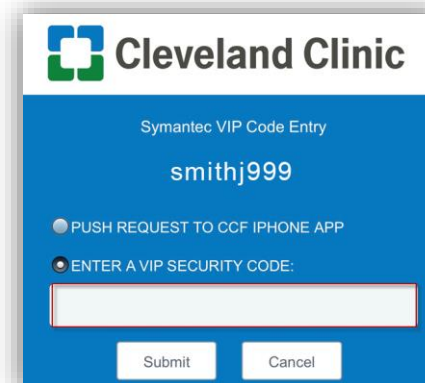
1. Select **Current Caregiver** if you are actively working as Cleveland Clinic employee or are on leave.



2. The **Cleveland Clinic Sign On** screen will appear. Enter your **Network ID** and **password**. This is the same information you use to access your email at work.



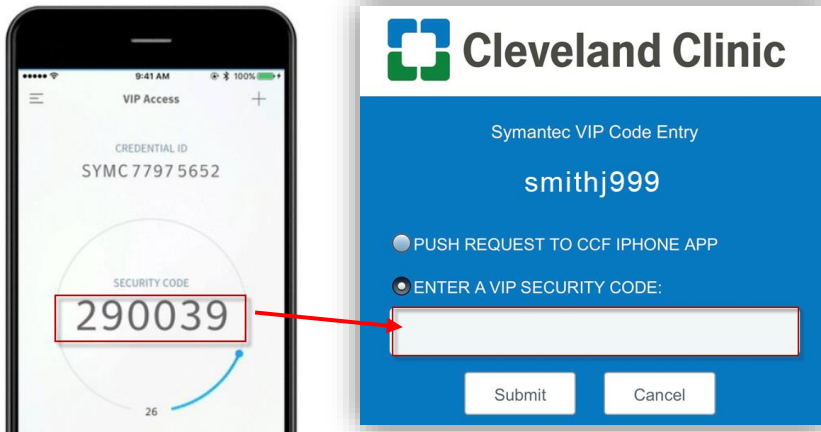
3. The **Symantec VIP Code Entry** screen will appear and ask for your 6-digit passcode. Whether you are on a PC or a mobile device, you will need to enter this unique passcode for each remote login.



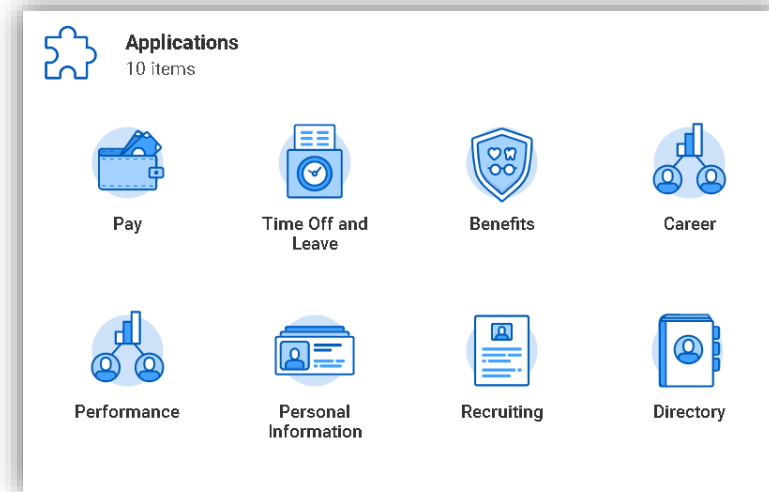
- To get your 6-digit passcode, go to your smartphone and click on the VIP Access app.



- The VIP Access screen will display your 6-digit passcode under **SECURITY CODE** circle. Enter this code and click **Submit**.



You are now logged into Workday.



Process is now complete.