Instructions to access Workday job page

1. Go to Prisma Health Connect (<u>https://connect.prismahealth.org/home</u>). *Authentication with Prisma Health user ID sign on may be required.* Click the Workday link under the Tools menu.



2. From the Workday homepage, click your photo at the top-right of the screen.



3. Click View Profile from the menu.



4. Click Job. Take a screenshot of the page so that it shows your **name and job details**. Save this to use as documentation for your background check and immunizations in mCE.

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