**Online Modules in Workday**

The online modules can be found as follows:

1. Copy and paste the following into your browser: <http://one.jefferson.edu>
2. Login with your campus key and password sent in a separate email. For issues with your password, please contact the Help Desk at 215-955-7975.
3. Go to the top of the page with the different apps. Click on the “Workday” app. A logo on a white background

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4. If you do not see this app, you may need to add it by clicking on “Add Apps & Tools.”    
   A white square with black plus symbol

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5. Click on the Workday app (Self-Service for HR, Finance & Supply Chain) and save.
6. Click on the “Menu” button at the top left of your page.

*A screenshot of a phone

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1. Click on the “Learning” tab.

A close up of a logo

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1. Look at the “Required for You” assignments.
2. You may see some assigned e-learnings. You will complete them next week during orientation. **Do not start them until after orientation on Monday.**

For any issues related to Workday or computer training,

contact the Help Desk at 215-955-7975.

We look forward to working with you!