

Welcome to Workday®

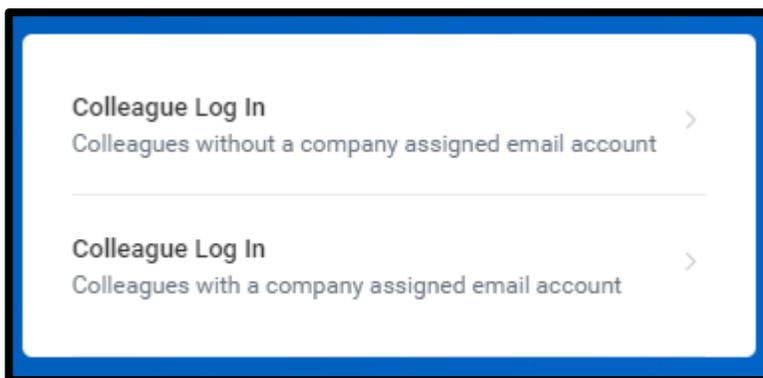


Colleague User Guide

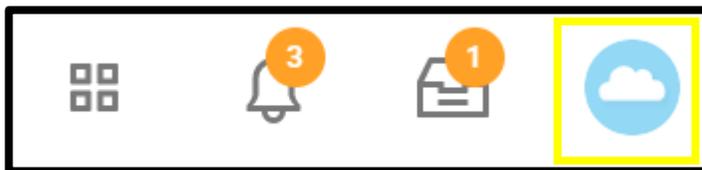
Downloading the Workday App

Note: A smartphone is required to download and use the Workday App

1. Launch the Workday website.
2. Log in by selecting the appropriate **Colleague Log In** link. Please see the **Workday Training Guide-Logging into Workday** if you need assistance logging in.



3. From the home screen, select the **Profile** icon in the top right corner of the screen.



Little Caesars

BLUE LINE

Detroit Red Wings

OLYMPIA ENTERTAINMENT

Tigers

OLYMPIA DEVELOPMENT OF MICHIGAN

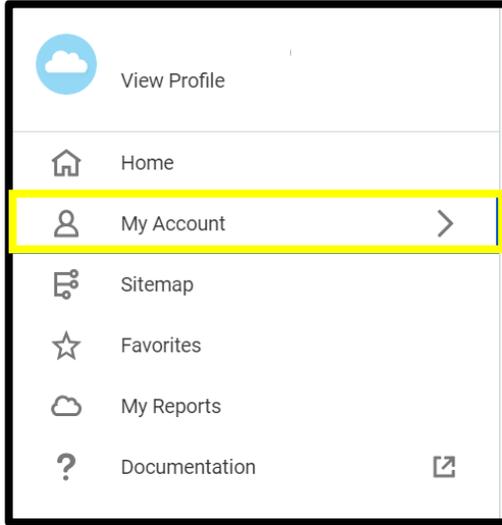
Little Caesars Fundraising

Ilitch Holdings, Inc.

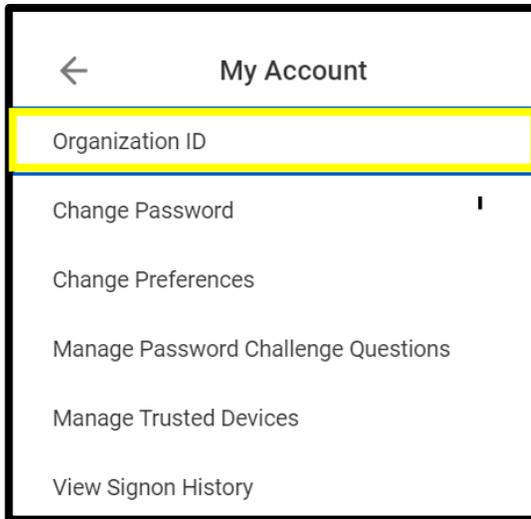
Champion FOODS

((313)) PRESENTS

- Next, select **My Account**.



- Then select **Organization ID**.



- In a new window, your organization ID as well as a scannable QR code will appear. Take a picture of the QR code with your phone in order to download the Workday mobile application.

Access Workday on the go

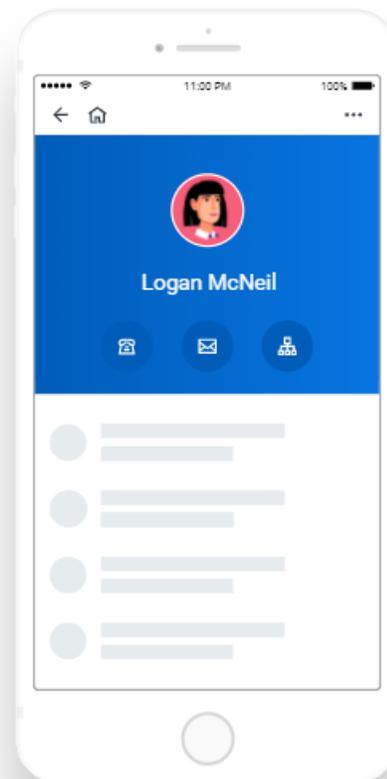
Your Organization ID: **ilitch**

Get the Workday mobile app and use your Organization ID to connect.

✓ Scan



✓ Download



7. Once the Workday application is downloaded, you will be prompted to log in with a username and password.
 - a. For colleagues with a corporate email address, please log in with the same username and password that you use to log into your company computer.
 - b. For colleagues without a corporate email address, please log in using the same username and password you use to log into Workday on a computer.