

- To logon to HR Services/ Workday, you will need to use your 7 Digit Employee ID and Highmark Network Password.

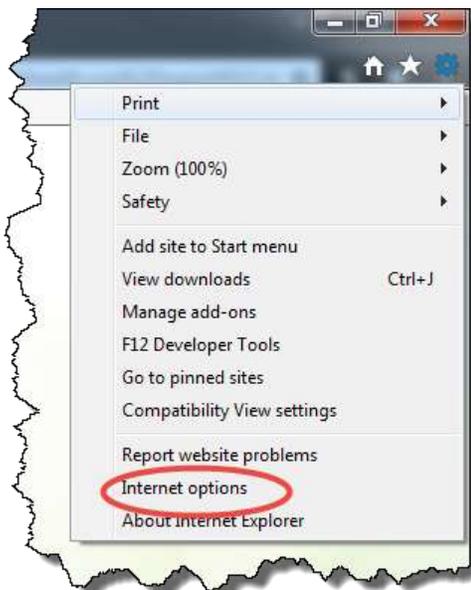


The image shows the HR Services login page. At the top left is the 'hr services' logo. Below it are two input fields: 'Employee ID' and 'Password'. A red callout bubble points to the 'Employee ID' field with the text 'Use your 7 Digit Employee ID'. Another red callout bubble points to the 'Password' field with the text 'Use your Highmark network password'. Below the password field is an orange 'Sign in' button. To the right of the 'Sign in' button are links for 'Disclaimer' and 'Register'.

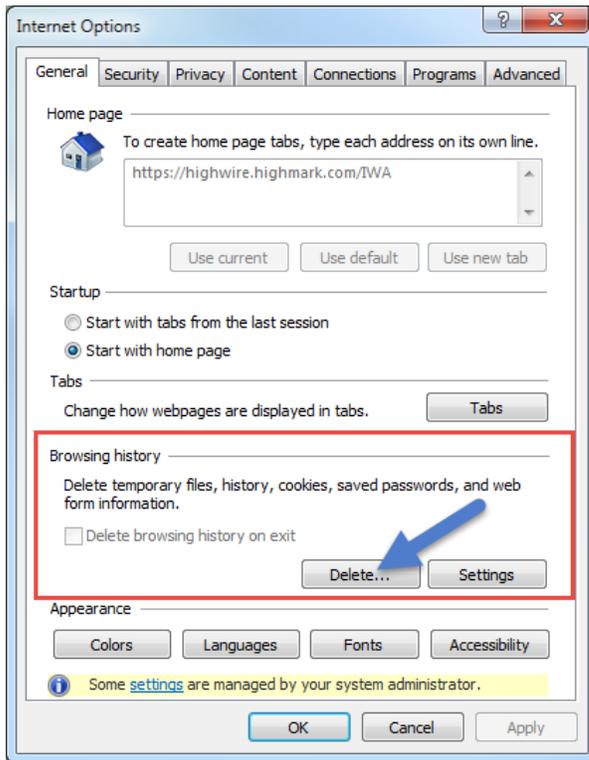
If you get the following error:



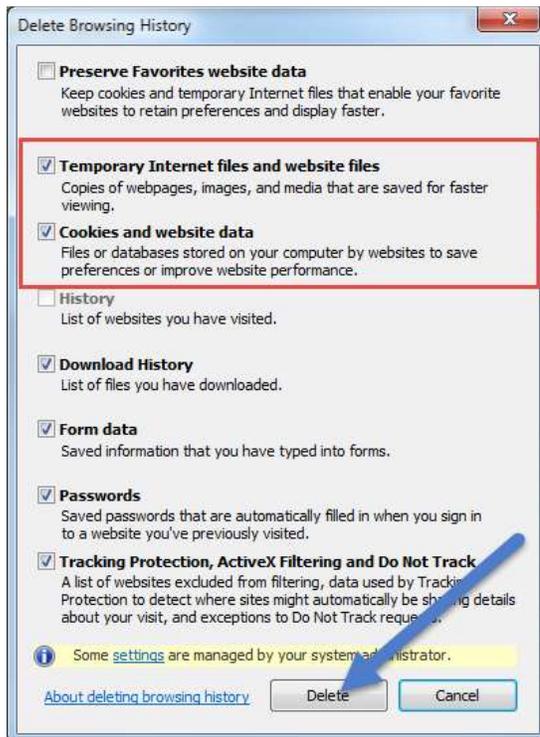
- Click the gear icon in the upper right hand corner: 
- Select 'Internet Options'



- Under the Browsing History category, Click 'Delete...'



- **Make sure 'Temporary Internet files and website files' and 'Cookies and website data' are selected, then click 'Delete'**



- **Save any documents you have open and close out of ALL applications**



- **Click the Windows orb ('Start')**

- Select 'Highmark Utility Belt' at the top of the Start menu



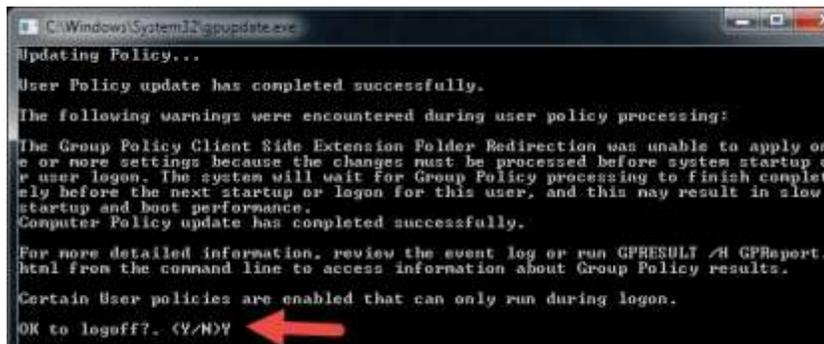
- Click 'Update Group policy'



- Click 'OK'



- A black interactive command prompt will appear while the Group policy is updated.
- Type 'Y' and hit enter when prompted



- The system will automatically log you off.
- Once you are back at the Windows CTRL+ALT+DEL screen enter your login credentials
- When you try to access HR Services it should automatically sign you in. If it does not, use your 7 Digit Employee ID and Highmark Network Password.

If this does not resolve your issue please call the Technical Assistance Center at 1-800-561-2802.