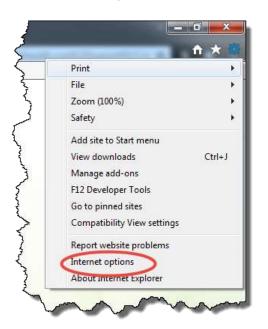
• To logon to HR Services/ Workday, you will need to use your 7 Digit Employee ID and Highmark Network Password.



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...'

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line. https://highwire.highmark.com/IWA
nttps://nignwire.nignmark.com/IWA
Use current Use default Use new tab
Startup
Start with home page
Tabs
Browsing history — Delete temporary files, history, cookies, saved passwords, and web
form information.
Delete browsing history on exit Delete Settings
Appearance
Colors Languages Fonts Accessibility
Some <u>settings</u> are managed by your system administrator.
OK Cancel Apply

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

Preserve Favorites w	
	vebsite data orary Internet files that enable your favorite
	erences and display faster.
Temporary Internet	files and website files
Copies of webpages, ima viewing.	nages, and media that are saved for faster
Cookies and website	data
Files or databases store preferences or improve	ed on your computer by websites to save website performance.
History	
List of websites you hav	ve visited.
V Download History	
List of files you have do	wnloaded.
🗸 Form data	
Saved information that y	you have typed into forms.
✓ Passwords	
Saved passwords that a to a website you've prev	are automatically filled in when you sign in viously visited.
	ActiveX Filtering and Do Not Track
	ded from filtering, data used by Tracking ere sites might automatically be showing deta
	ceptions to Do Not Track reque
Some <u>settings</u> are man	naged by your system ar inistrator.
About deleting browsing his	istory Delete Cancel

• 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



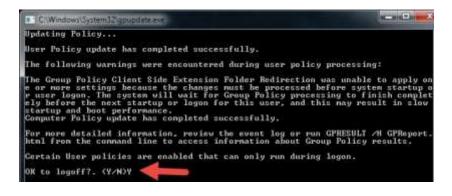
• Click 'Update Group policy

Highmark Utility Be	elt
Hostname)
IP Address	
MAC Address	¢.
Open the Application Catalog	About
Open the Software Center	About
"Bump" the SCCM Agent	ou
Update Group Policy	About
Lync & Outlook Fixes	About

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.