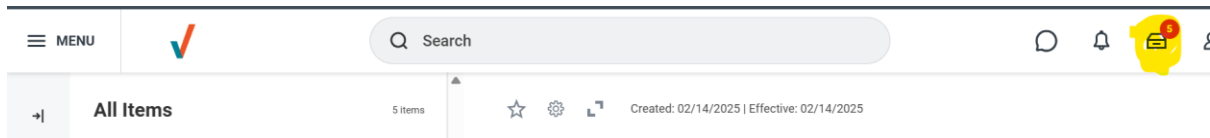


## Step 1: Log in to Workday

- Go to your Workday
- Enter your credentials and log in.

## ◆ Step 2: Navigate to inbox > Right side corner



## ◆ Step 3: Access New Hire BOT

- In the left-side “Onboarding BOT”.
- Click on BOT and click submit

