## 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

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→	All Items Q Search: All Items	2 items	Complete To	DO Onboarding BOT
	àlà Advanced Search		For	Adam Johnson
© \$	Onboarding BOT Effective: 07/10/2025	07/10/2025	Overall Process Overall Status Due Date Instructions	Onboarding: Adam Johnson on 07/10/2025 Successfully Completed
	Upload Proof of National ID or Government ID change: ID Change: Adam Johnson	07/10/2025		Go back to the onboarding BOT we have additional information available to assist you with completing your onboarding tasks.
<u>م</u>	Requires your attention as information ha	as been cha	Submit	Save for Later Close