

# MOUNT CARMEL Network Login Reference Guide



## Descriptions

Your **NETWORK USER ID** and password provide access to the MCHS network, Kronos, Workday and Outlook. The User ID has a 4-lower case letter/4-digit format (abcd1234). It is commonly referred to as your "4x4".

Your **COLLEAGUE ID** (6-7 digit number) is used when communicating with Human Resources, Benefits, Payroll, and Trinity Information Systems (TIS).



## Mount Carmel At-Home Links

- ▶ **Outlook Web:** <https://owa2.trinity-health.org>
- ▶ **WorkDay:** <https://www.myworkday.com/trinityhealth/login.html>
- ▶ **HealthStream:** (<https://www.healthstream.com/hlc/trinityhealth>)

## WorkDay

### Initial Log-in

- ▶ Open the **ZENworks** window.
- ▶ Select the **WorkDay** icon.
- ▶ Enter the **Network Username** and **Password** that you just updated on Password Self Service.
- ▶ Click **Login**.
- ▶ Click "Let's get started" to begin tutorial.

### Mobile App

- ▶ Download the app by searching **Workday** in the Apple App store or Google Play store.
- ▶ Type **trinityhealth** (one word) in the Tenant and tap 'Get Started!'
- ▶ Tap 'Sign in' to access Workday.

If you have any issues or questions please call Trinity Information Services (TIS) at 614-234-8700.

