



Workday Account Directions for Residents, Medical Students & Students

Cape Fear Valley Health System uses Workday Learning for all onboarding. An account has been created for you. Two auto-generated emails are sent to the email address provided. The first will contain your username and the second will contain a temporary password. An example of the initial email is below.

From: **Cape Fear Valley Health** <capefearvalley@myworkday.com>
Date: Sat, Apr 1, 2023, 5:01 PM
Subject: Your Workday account
To: <blairbear1877@gmail.com>

Blair Bear,

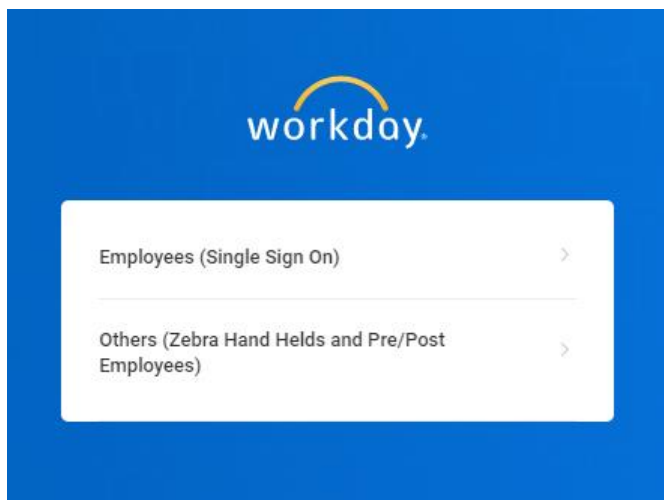
An account has been created in the Workday system for you. Your password has been sent in a separate email.

URL: <https://www.myworkday.com/capefearvalley>

Username: 52336

This email box is not monitored. Please do not reply to this message.

Select the **Others** option





Multi-Factor Authentication will be needed every time you log into Workday – from work, home or your phone. Because Workday is cloud based, we want to make sure your information is protected, and Multi-Factor Authentication gives an extra level of security.

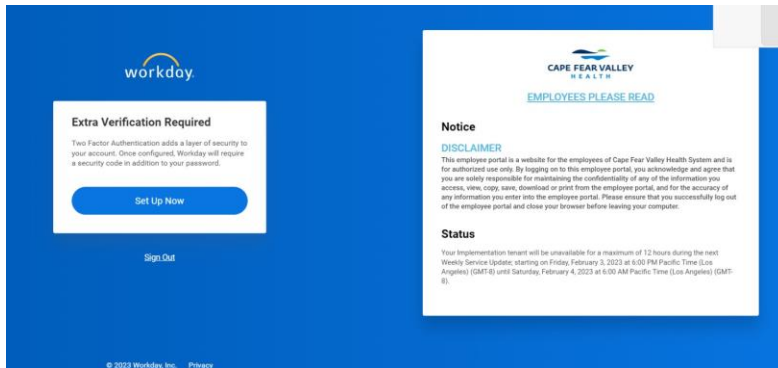
EMPLOYED providers need to use DUO.

Note: If you are already using DUO for a personal need and must use it for CFV you will need to remove those accounts, unintall, reinstall, and link it to the CFV Workday account.

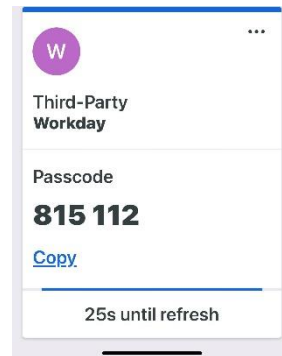
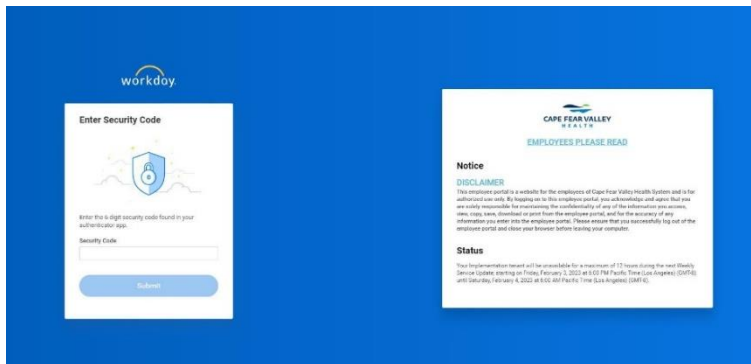
Non-employed providers: You can use your choice of two factor authenticator that will be used access Workday.

Some available options are:

- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator
- Authy
- Duo



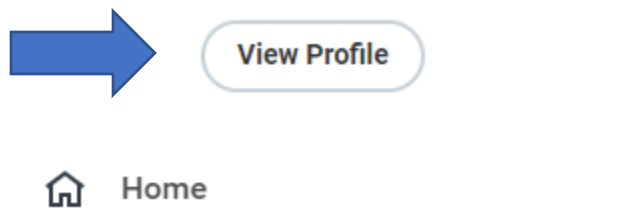
You will need to follow the prompts to log into Workday.



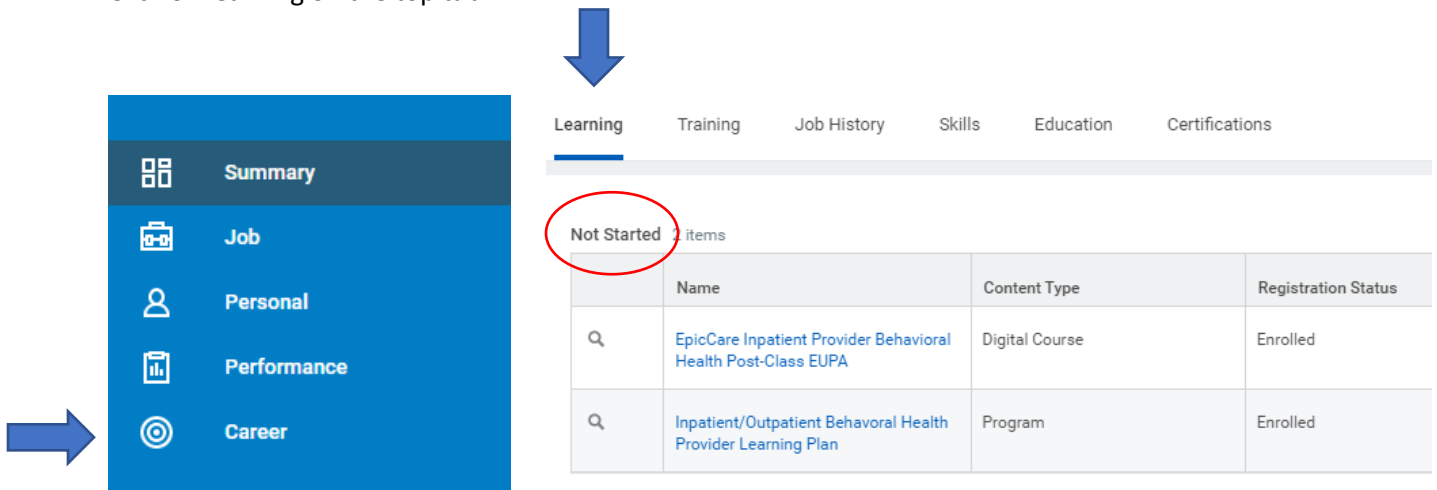
If you have any issues with logging into Workday you will need to call the Help Desk at 910-615-5555.

Assigned courses will appear under “Awaiting Your Action” on your home page.

Alternatively, you can click on your profile photo in the top right corner and choose “View Profile”



Then choose Career along the blue left column. Click on learning on the top tab.



A blue arrow points to the "Career" option in a blue sidebar menu. Another blue arrow points to the "Learning" tab in the top navigation bar. Below the "Learning" tab, a table lists items under the "Not Started" section.

	Name	Content Type	Registration Status
🔍	EpicCare Inpatient Provider Behavioral Health Post-Class EUPA	Digital Course	Enrolled
🔍	Inpatient/Outpatient Behavioral Health Provider Learning Plan	Program	Enrolled

Your courses will be listed in the “Not Started” Section.