BUSINESS OFFICE:

Access State of Kansas ID in Workday

This document explains how an employee can access their State of Kansas ID in Workday.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact the FHSU Business Office, Sheridan Hall 106, at 785-628-5948 or visit www.fhsu.edu/bus-off/.

Steps:

1. **Go to https://www.myworkday.com/fhsu** and **sign in** to Workday using your TigerNetID username and password.

2. Navigate to employee profile located in the upper-right hand corner of the home page. Click once on the cloud icon. *(Figure 1)*.
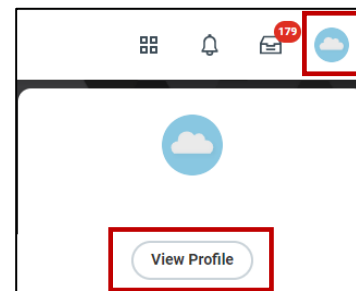
3. Click **View Profile** *(Figure 1)*.

Figure 1

4. On the left-hand side of the screen, click on

    👤 **Personal**

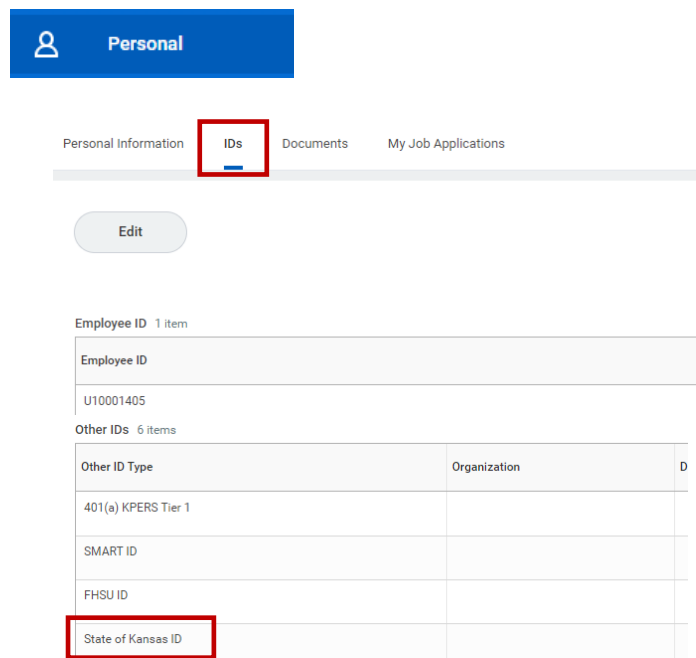5. Click on the IDs tab and locate the State of Kansas ID under the Other IDs section *(Figure 2)*.

    Personal Information   **IDs**   Documents   My Job Applications

    Edit

    Employee ID   1 item

Employee ID
U10001405

    Other IDs   6 items

Other ID Type	Organization	D
401(a) KPERS Tier 1		
SMART ID		
FHSU ID		
State of Kansas ID		

Figure 2