

# Team Members on LOA Accessing Workday

This job aid will help Team Members access Workday via Single Sign-on while they are on a Leave of Absence, and what to do if their Single Sign-on password was to expire while they are out.

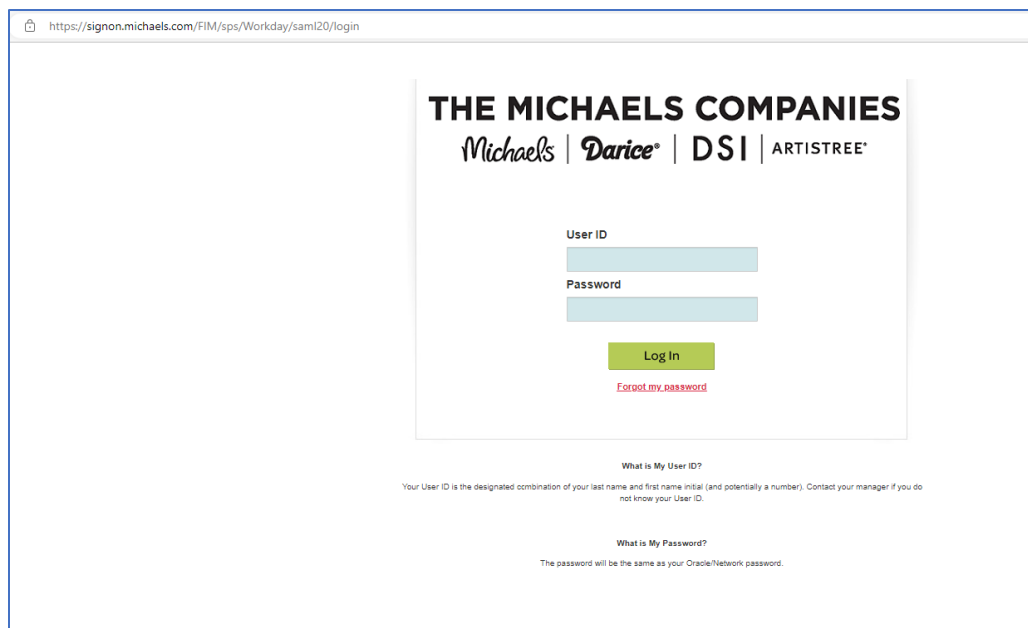
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## ACCESSING WORKDAY

Team Members can access Workday by using their Single Sign-on credentials.

1. You will use the below link if you are using a desktop/laptop:

<https://signon.michaels.com/FIM/sps/Workday/saml20/login>

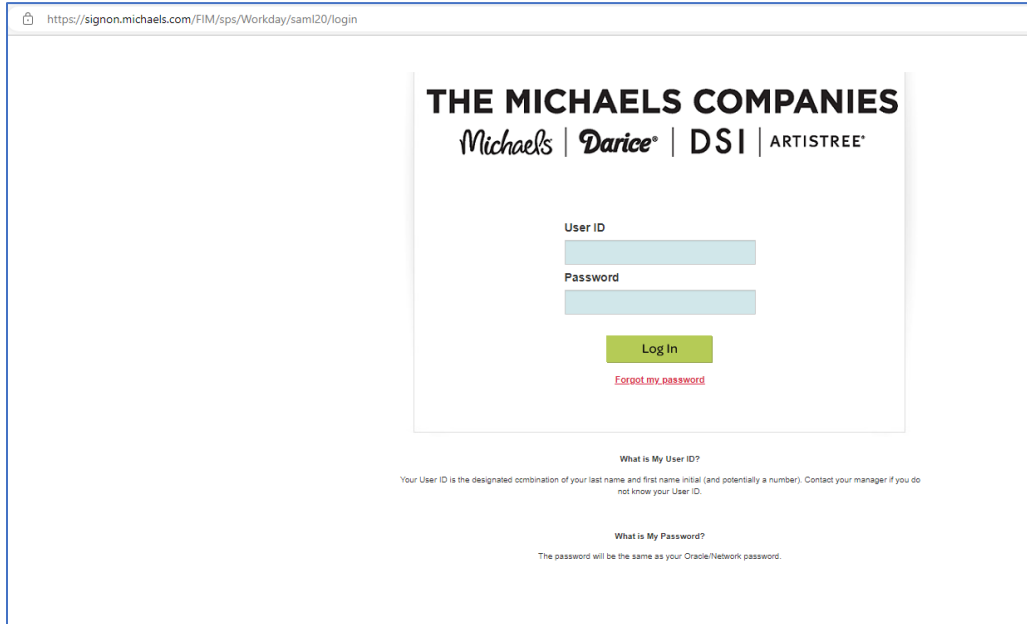


The screenshot shows a web browser window with the URL <https://signon.michaels.com/FIM/sps/Workday/saml20/login>. The page features the logo for "THE MICHAELS COMPANIES" with sub-brands: Michaels, Darice, DSI, and ARTISTREE. Below the logo is a login form with two input fields: "User ID" and "Password". A green "Log In" button is positioned below the password field. A red link labeled "Forgot my password" is located below the "Log In" button. At the bottom of the page, there are two sections: "What is My User ID?" with the text "Your User ID is the designated combination of your last name and first name initial (and potentially a number). Contact your manager if you do not know your User ID." and "What is My Password?" with the text "The password will be the same as your Oracle/Network password."

2. If you are on mobile, you will just click your Workday app icon and then enter your Single Sign on credentials there.
3. Access while on Leave of Absence will be restricted to actions and information for the team member only, i.e. Employee as Self.

## WHAT TO DO IF PASSWORD IS EXPIRED

1. Login into any application such as Workday with an expired password



https://signon.michaels.com/FIM/sps/Workday/saml20/login

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User ID

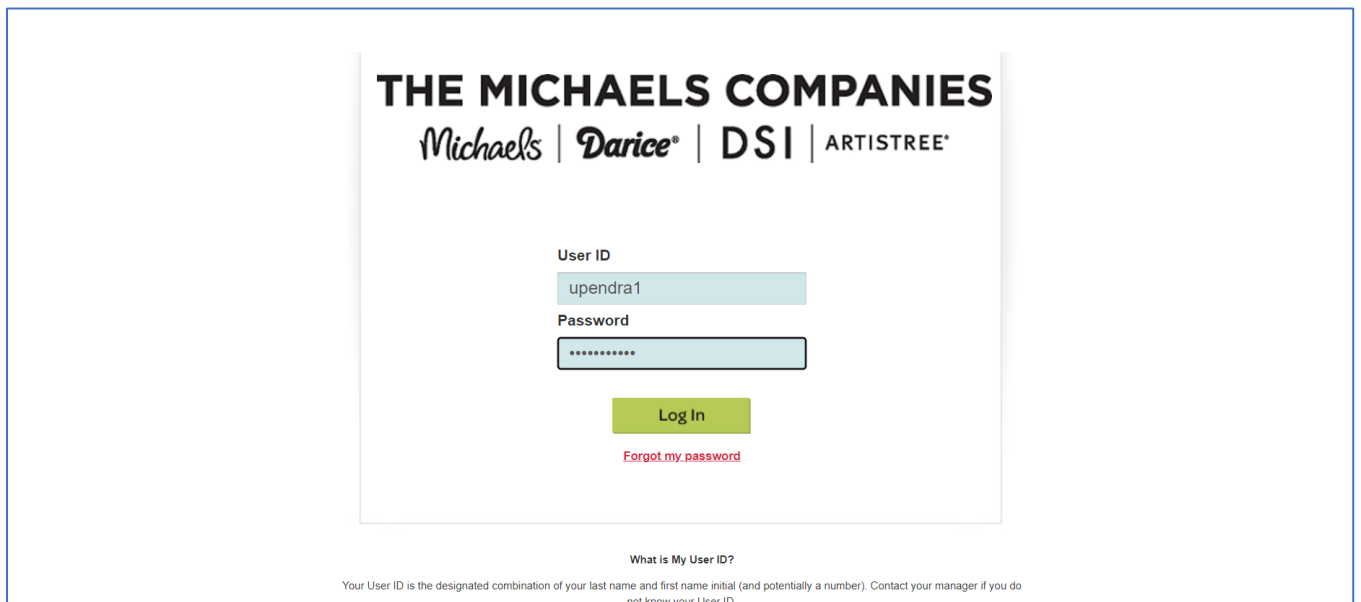
Password

[Log In](#)

[Forgot my password](#)

**What is My User ID?**  
Your User ID is the designated combination of your last name and first name initial (and potentially a number). Contact your manager if you do not know your User ID.

**What is My Password?**  
The password will be the same as your Oracle/Network password.



**THE MICHAELS COMPANIES**  
Michaels | Darice® | DSI | ARTISTREE®

User ID

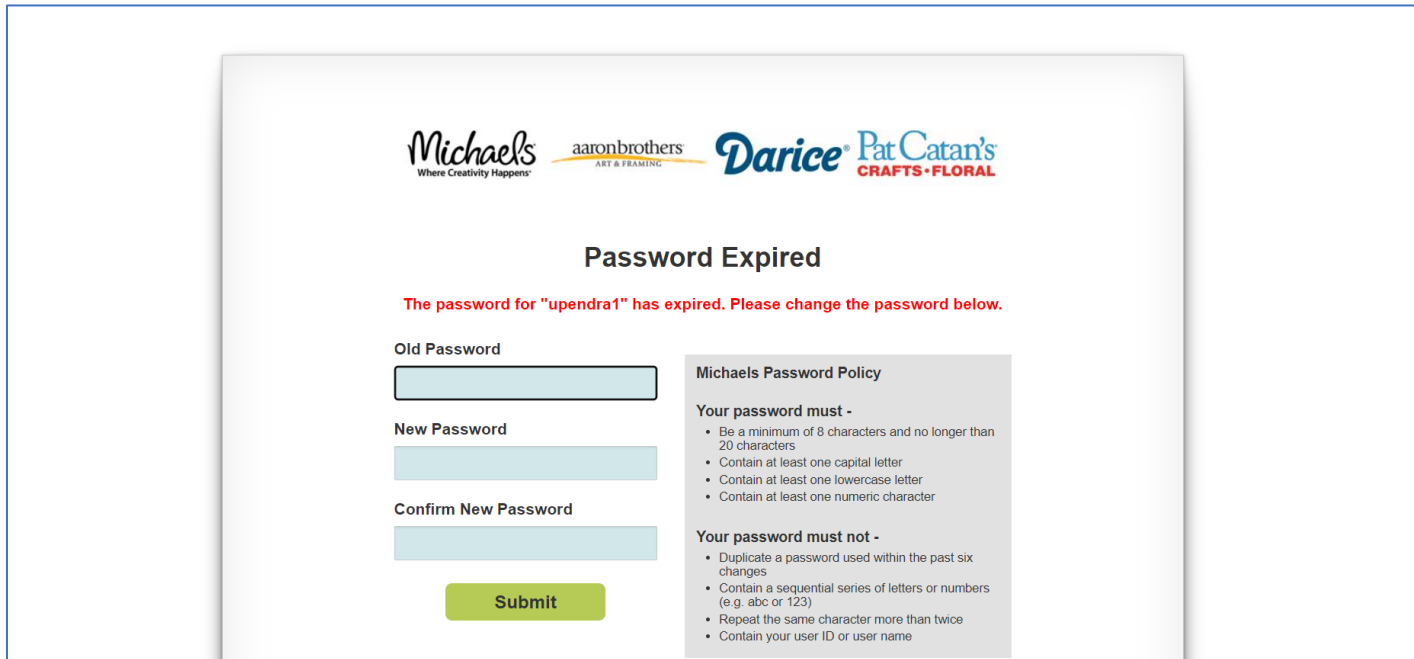
Password

[Log In](#)

[Forgot my password](#)

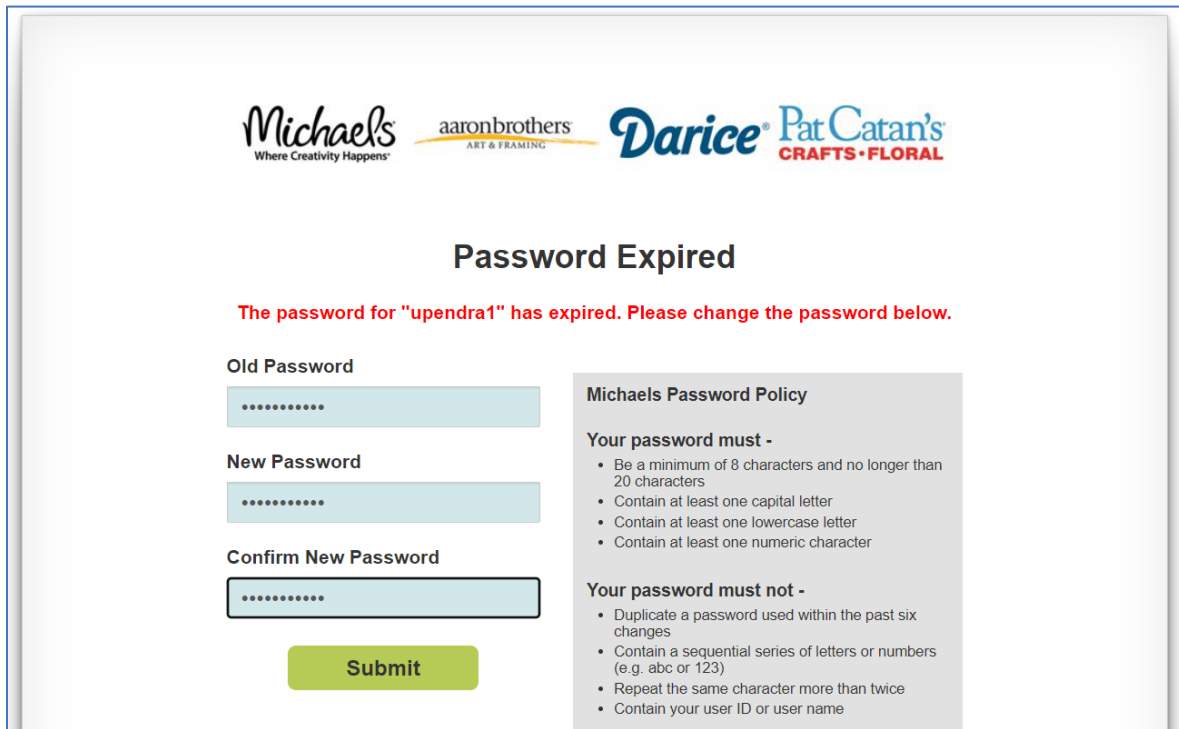
**What is My User ID?**  
Your User ID is the designated combination of your last name and first name initial (and potentially a number). Contact your manager if you do not know your User ID.

2. The user will be prompted to update their password.



The screenshot shows a web page with the following content:

- Logos for Michaels (Where Creativity Happens), aaronbrothers ART & FRAMING, Darice, and Pat Catan's CRAFTS • FLORAL.
- Section header: **Password Expired**
- Message: **The password for "upendra1" has expired. Please change the password below.**
- Form fields:
  - Old Password:
  - New Password:
  - Confirm New Password:
- Submit button: **Submit**
- Michaels Password Policy box:
  - Your password must -**
    - Be a minimum of 8 characters and no longer than 20 characters
    - Contain at least one capital letter
    - Contain at least one lowercase letter
    - Contain at least one numeric character
  - Your password must not -**
    - Duplicate a password used within the past six changes
    - Contain a sequential series of letters or numbers (e.g. abc or 123)
    - Repeat the same character more than twice
    - Contain your user ID or user name

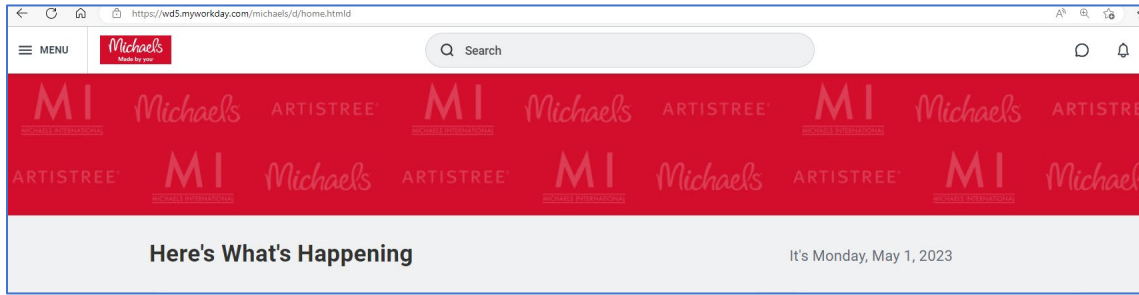


The screenshot shows the same web page as above, but with the input fields masked with dots:

- Old Password:
- New Password:
- Confirm New Password:
- Submit button: **Submit**
- Michaels Password Policy box (identical to the previous screenshot):
  - Your password must -**
    - Be a minimum of 8 characters and no longer than 20 characters
    - Contain at least one capital letter
    - Contain at least one lowercase letter
    - Contain at least one numeric character
  - Your password must not -**
    - Duplicate a password used within the past six changes
    - Contain a sequential series of letters or numbers (e.g. abc or 123)
    - Repeat the same character more than twice
    - Contain your user ID or user name

3. When a new password is entered, the user will be taken to the home page of the application. At this point, the user's password would have been changed to the new one.

# Team Members on LOA Accessing Workday



**If a user on LOA forgets their password or has any other problem logging in, they will need to call the IT Help Desk for assistance at 855-432-6453.**