

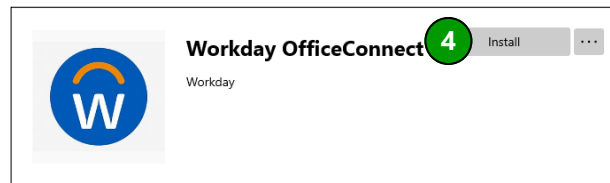
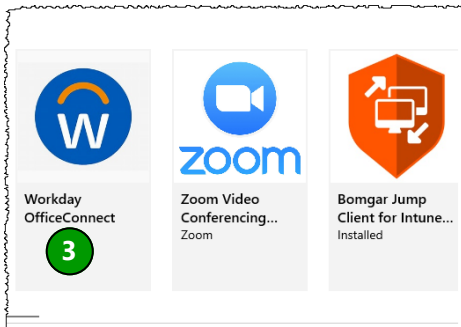
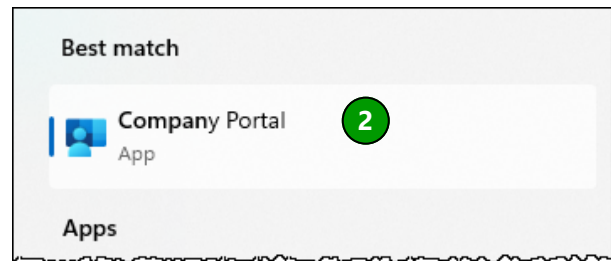


Download and Install the Office Connect App

Follow the instructions below to download and install the Office Connect Application to your computer. To access Office Connect, you will need the Workday security role of Finance Analyst.

Find and Install

1. Type **Company Portal** in your computer's taskbar search box.
2. Click to **Open** the Company Portal App.
3. Find and select **Workday Office Connect**.
4. Click **Install**.



Open Office Connect

1. Open the **Excel** Application on your Computer.
2. From the top ribbon, select the **Office Connect** tab.
3. Click **Log In**.
4. Use the **version drop-down menu** to select the Workday or Adaptive tenant you wish to access for reporting.
5. Login to Workday.
6. Use **Manage Tenants** from the dropdown to adjust display names or URLs for logins.

