

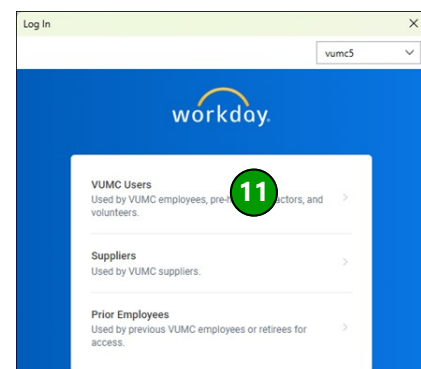
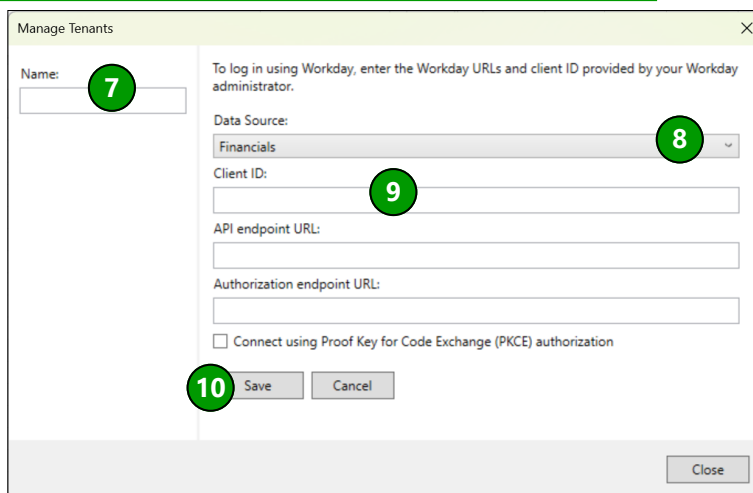
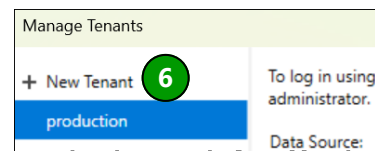
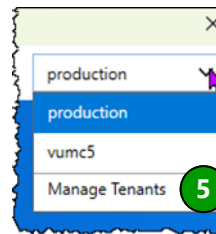
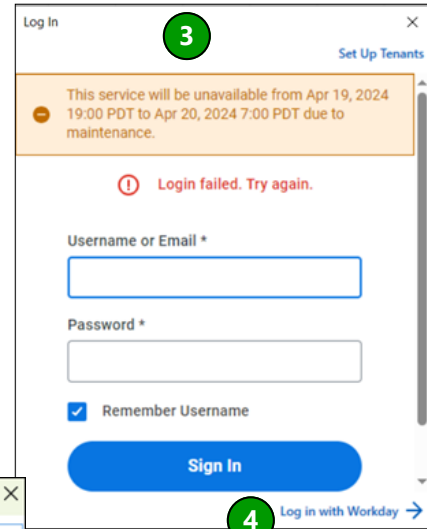


Setting Up Office Connect Tenant

Once installed, if **you are unable to log into Office Connect**, follow the instructions below to set up your Office Connect Tenant with the correct credentials for Office Connect Financial Reporting.

Open Tenant Maintenance Window

1. From Excel, click the **Office Connect** ribbon.
2. Click **Log In**.
3. If this error appears, you will need to update your Tenant before logging in to Office Connect for Financials.
4. Select **Log in with Workday** at the bottom of the window.
5. If the **Manage Tenants** (see step 6-7) window does not open automatically, click the drop-down menu in the upper corner and select **Manage Tenants**.
6. Click **+ New Tenant**.
7. **Name** the Tenant. Note: this will appear in your dropdown. (ie., Production, WD Prod, etc.)
8. Select **Financials** from the Data Source dropdown.
9. Enter the following*: (copy and paste from below)
 - **Client ID:**
MzMzM2M4M2ltZjJmZS00OWYyLTg0OOWQtYWZhODhkMjU4ZGVh
 - **API Endpoint:** <https://services1.myworkday.com/ccx/api/v1/vumc>
 - **Authorization Endpoint:** <https://www.myworkday.com/vumc/authorize>
10. Click **Save**.
11. Click to **Log in**.



*credentials as of this document date