

VUMC BUSINESS EDUCATION



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 Help 1 Acroba OfficeConnect From Excel, click the **Office Connect** ribbon. 1. Click Log In. 2. Log In 3 If this error appears, you will need to update your 3. Set Up Tenant Tenant before logging in to Office Connect for This service will be unavailable from Apr 19, 2024 .og 19:00 PDT to Apr 20, 2024 7:00 PDT due to Financials. maintenance In 4. Select Log in with Workday at the bottom of the () Login failed. Try again. window. Username or Email * 5. If the Manage Tenants (see step 6-7) window does not open automatically, click the drop-down menu Password * in the upper corner and select Manage Tenants. 6. Click + New Tenant. Remember Username 7. Name the Tenant. Note: this will appear in your Sign In \times dropdown. (ie., Production, WD Prod, etc.) Log in with Workday 🚽 Δ production 8. Select Financials from the Data Source dropdown. production 9. Enter the following*: (copy and paste from below) vumc5 Manage Tenants 5 Client ID: . ZmY4ZGU2NWQtNWI1NS00NWE3LWI10DktNGMzNzY1ZTRiNmVi API Endpoint: https://services1.myworkday.com/ccx/api/v1/vumc Manage Tenants Authorization Endpoint: https://www.myworkday.com/vumc/ • authorize To log in using + New Tenant 6 10. Click Save. administrator. production Data Source: 11. Click to Log in. Manage Tenants To log in using Workday, enter the Workday URLs and client ID provided by your Workday Nan Log In 7 ninistrator vumc Data Source 8 Financials workday Client ID: 9 API endpoint URL: VUMC Users Used by VUM Authorization endpoint URL: Suppliers d by VIIMC supplier Connect using Proof Key for Code Exchange (PKCE) authorization Prior Employee 10 Save Cancel lsed by pr

Close

*credentials as of this document date