

GO-LIVE: OCTOBER 20, 2026

Existing AV faculty will be **converted automatically** to Workday on October 20, 2026. There is no expected interruption to current services or resources.

1. PREPARE NOW - BEFORE GO-LIVE

Before October 20, focus on your NID (UCF Network ID).

- Look up your NID if you do not know it.
- Reset your NID password and confirm you can sign in.
- Keep your current contact information available for review after Go-Live.

You do not need to set up Microsoft Authenticator, UCF email, or Workday before October 20.

2. AFTER GO-LIVE - COMPLETE THESE STEPS IN ORDER

1

Confirm your NID password

Make sure your NID is active and your password works.

2

Set up Microsoft Authenticator

Enable multi-factor authentication for secure access to UCF systems.

3

Access your UCF Faculty email

Sign in to your UCF Faculty email and Microsoft 365 applications.

4

Access and set up Workday

Use the Workday Getting Started guide to complete your Workday access.

5

Begin using your faculty resources

Use Workday for faculty processes and access UCF tools and learning resources.

WHAT WORKDAY WILL SUPPORT

- Process faculty appointment applications.
- Track faculty engagement.
- Allow faculty to review and update personal information.
- Provide access to the **Faculty Development Learning Catalog**.

ADDITIONAL BENEFITS FOR ACTIVELY ENGAGED FACULTY

- **UCF Faculty email account** for official UCF business.
- **Microsoft 365 applications:** Outlook, Word, Excel, PowerPoint, Teams, and OneDrive.
- Continued access to UCF-supported services and resources.

KEY DATES

Date	Milestone	What to Expect
Now - Oct. 12, 2026	Prepare	Confirm your NID and reset your password.
Oct. 20, 2026	Workday Go-Live	Existing AV faculty are converted automatically.
Nov. 2, 2026	New Appointments	New AV faculty appointment applications are planned to become available in Workday. More information coming soon.
February 2027	Reappointment	The new Workday reappointment process is planned to launch. More information coming soon.

QUICK LINKS

- [1 UCF NID: Lookup & Password Reset Guide](#)
- [2 Microsoft Multi-Factor Authentication](#)
- [3 UCF Email: Access, Security & Guides](#)
- [4 How to Access Workday](#)

NEED HELP?

Workday Transition Questions
 Faculty Affairs - Appointments & Engagement
comfaa@ucf.edu

Tech Support
 COM Health IT Service Desk
HealthIT@ucf.edu