



**OWNDAYS**

# How To Login Worksglobal



OWNDAYS

# OVERVIEW

01 INTRODUCTION

02 Guide

# INTRODUCTION 01

# Worksglobal

This WorksGlobal Manual for users outlines the process for accessing the system, managing applications, and submitting new Budget and Payment applications.

# WorksGlobal

## Access and Login

- Login methods include using an email address and password, or with your Owndays LINE account.
- For the very first login, users can link WorksGlobal by logging in with their staff ID and password.
- To use the LINE workflow notification and approval features, you must link your account.
- Users must first add 'WorksGlobal' as a friend on LINE, with the account ID being 872rnx1c.

**Guide**

**02**

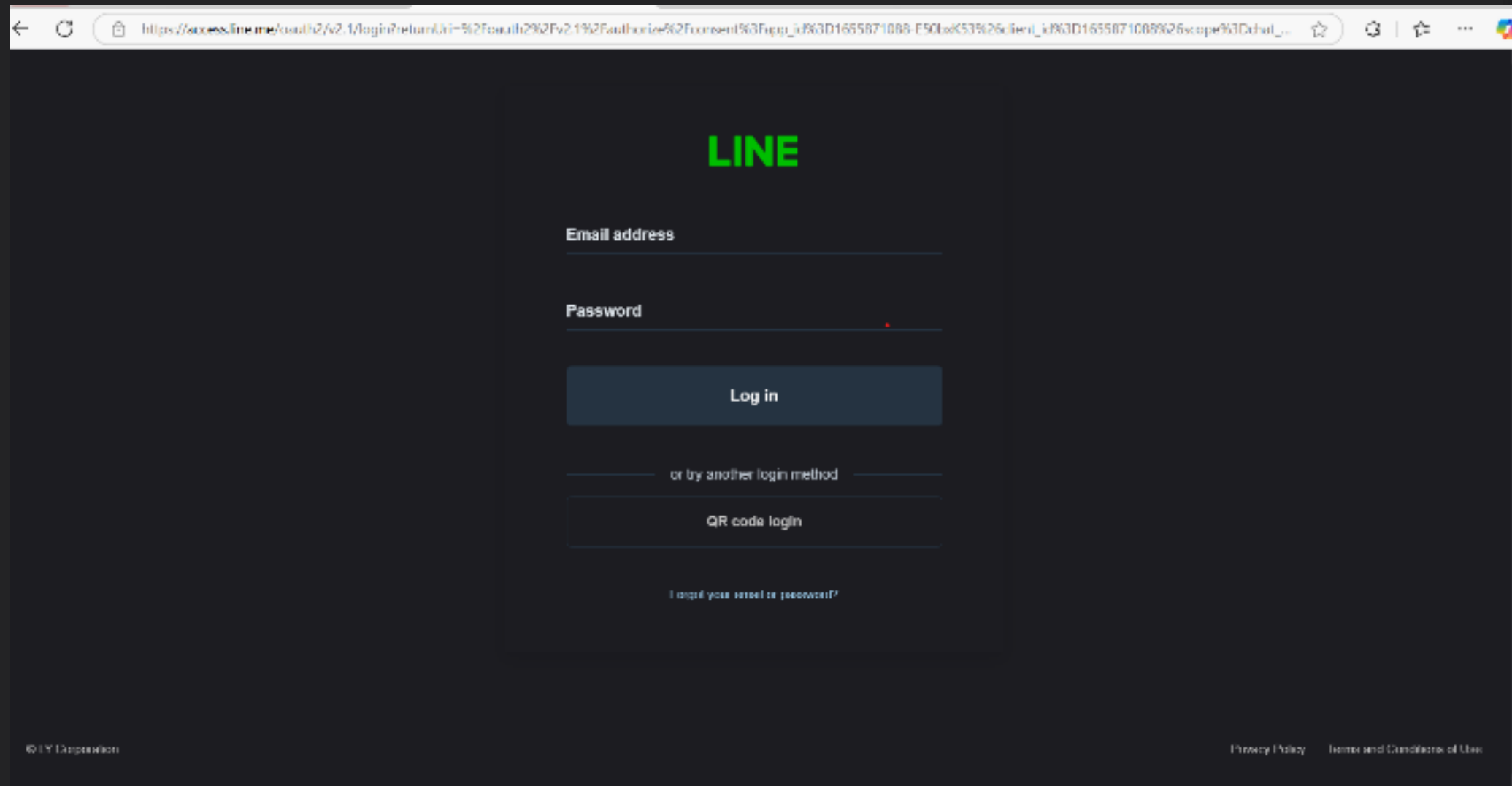
# Step By Step



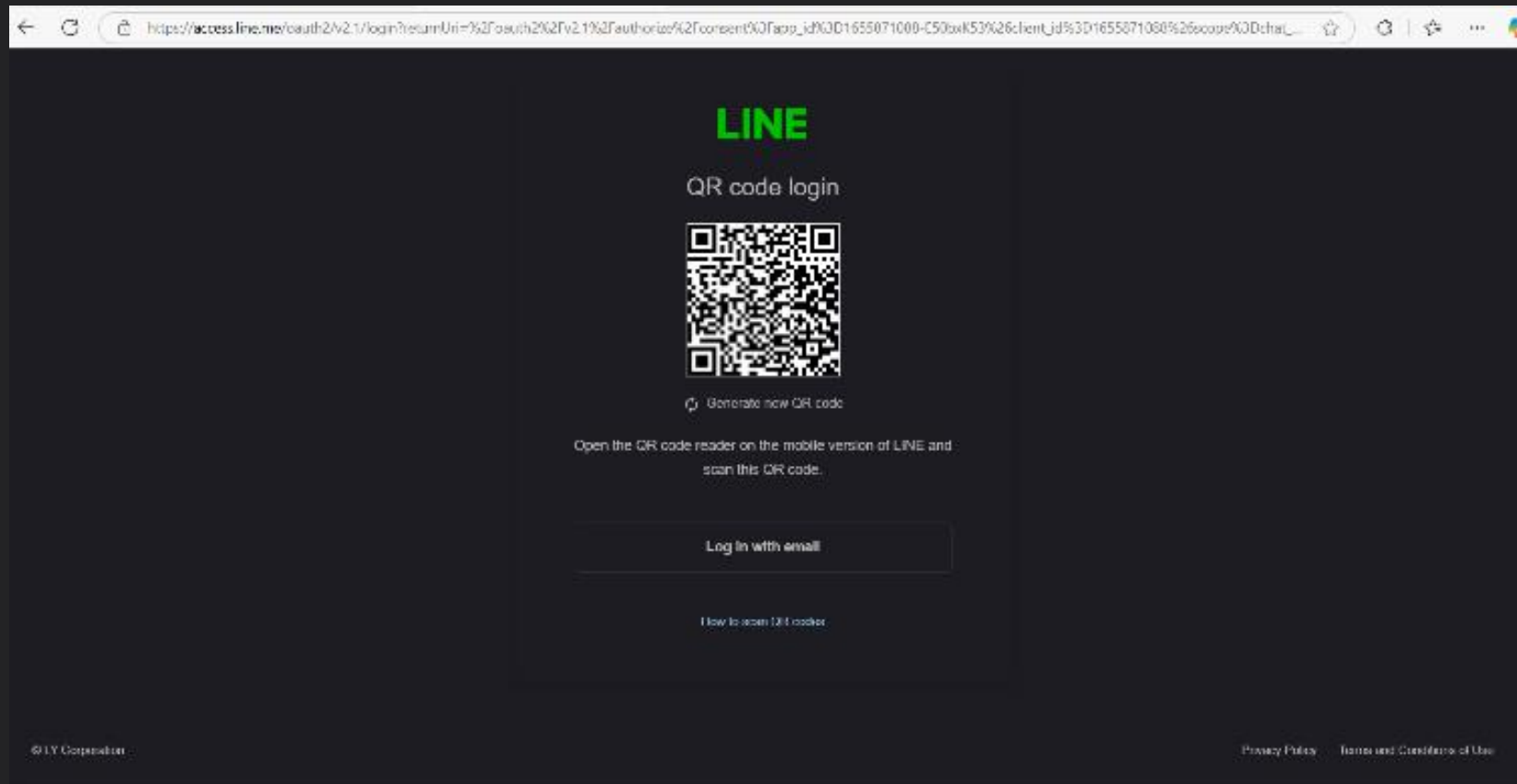
Step 1 : URL

(<https://works.owndays.net/workflow/build/?code=f2oV35J3imnUqSz43ZJV&state=5xn5uuJobgYo&liffClientId=1655871088&liffRedirectUri=https%3A%2F%2Fworks.owndays.net%2Fworkflow%2Fbuild%2F> )

Step 2 : Click on the QR Code Login

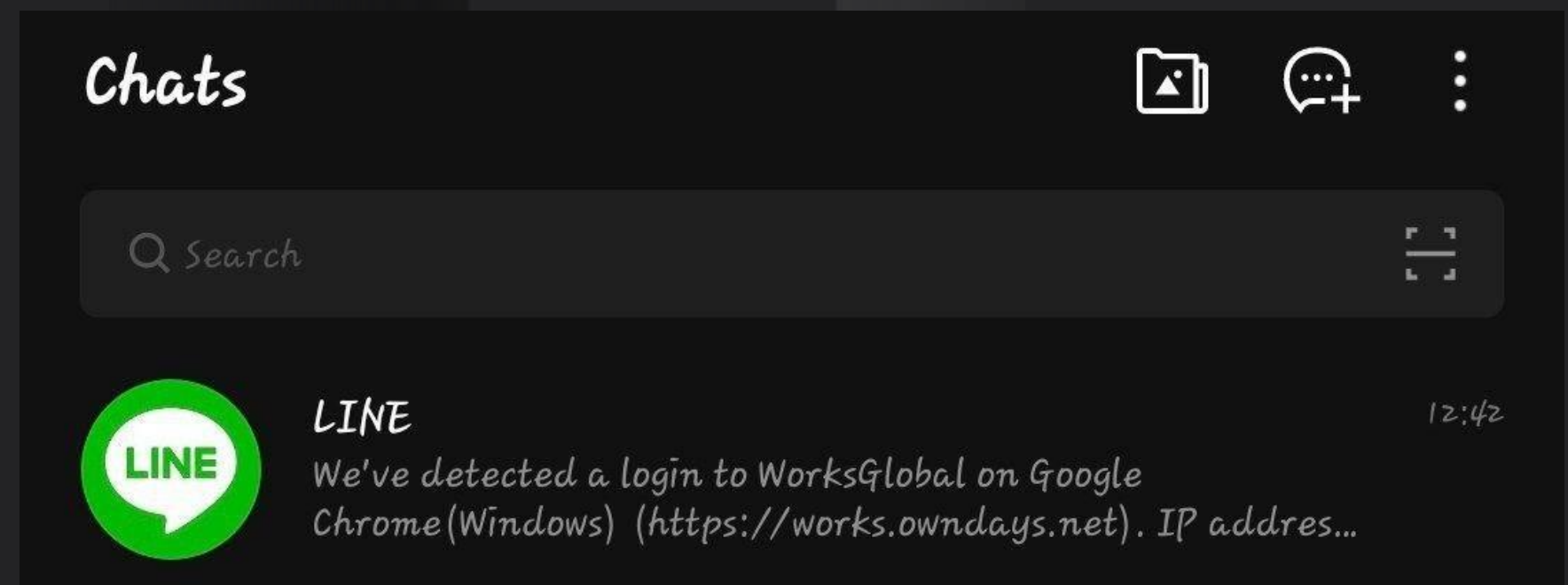


# Step By Step



Step 3 : Click on the QR Code Login

Step 4 On the top right-hand under Search there is the ICON that looks like this  click on it to scan the QR Code

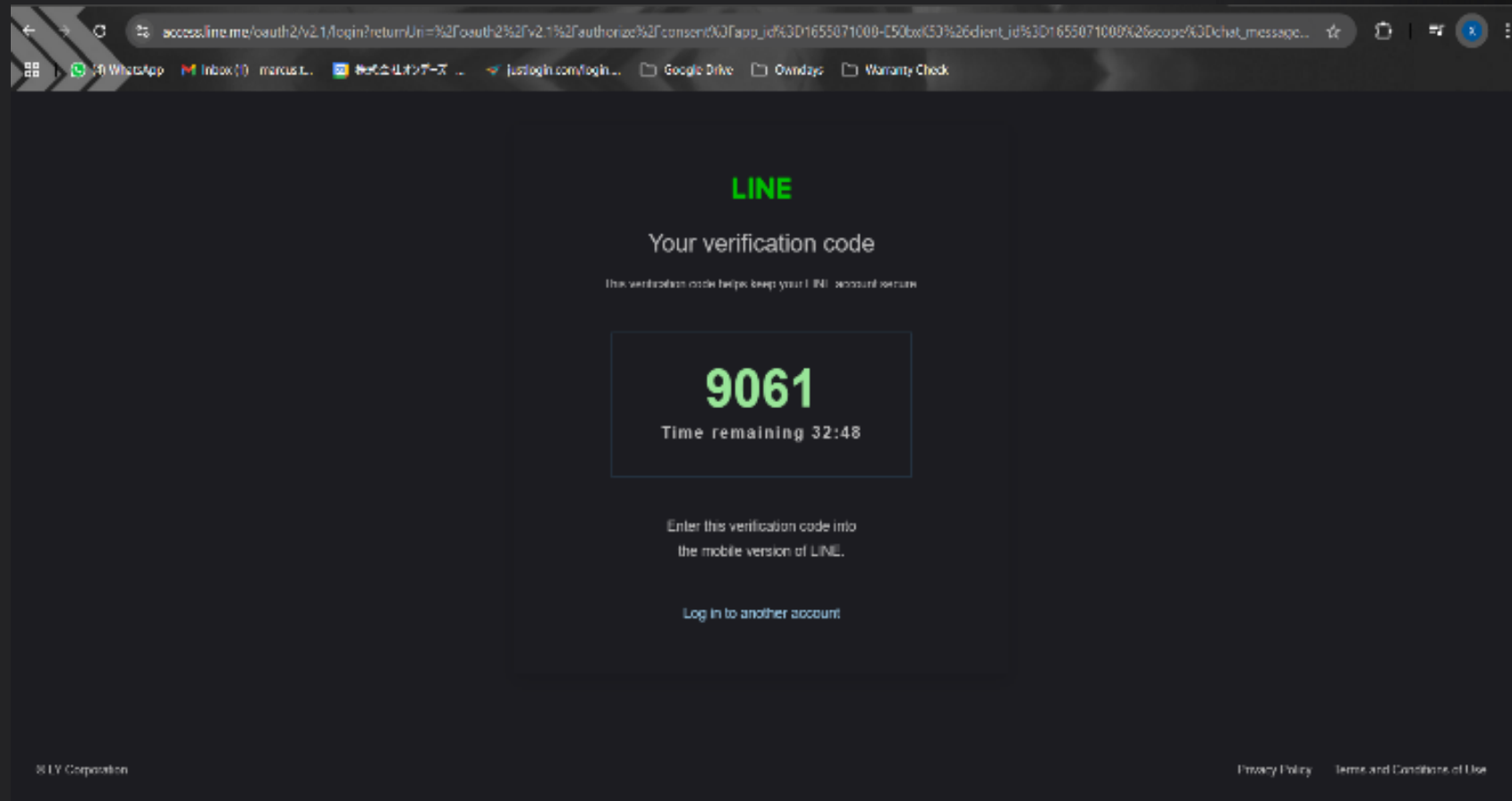


# Step By Step

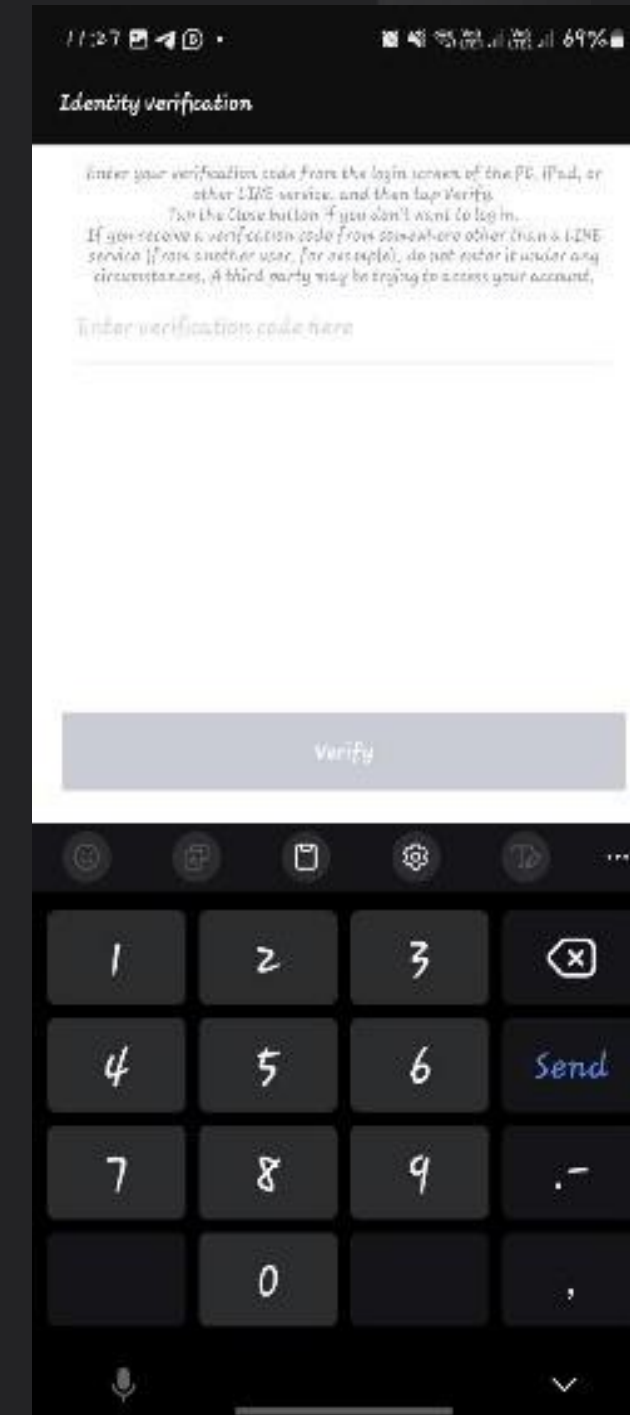


Step 5: Once you scan the QR CODE it will show Login Page

Step 6: Just click on login

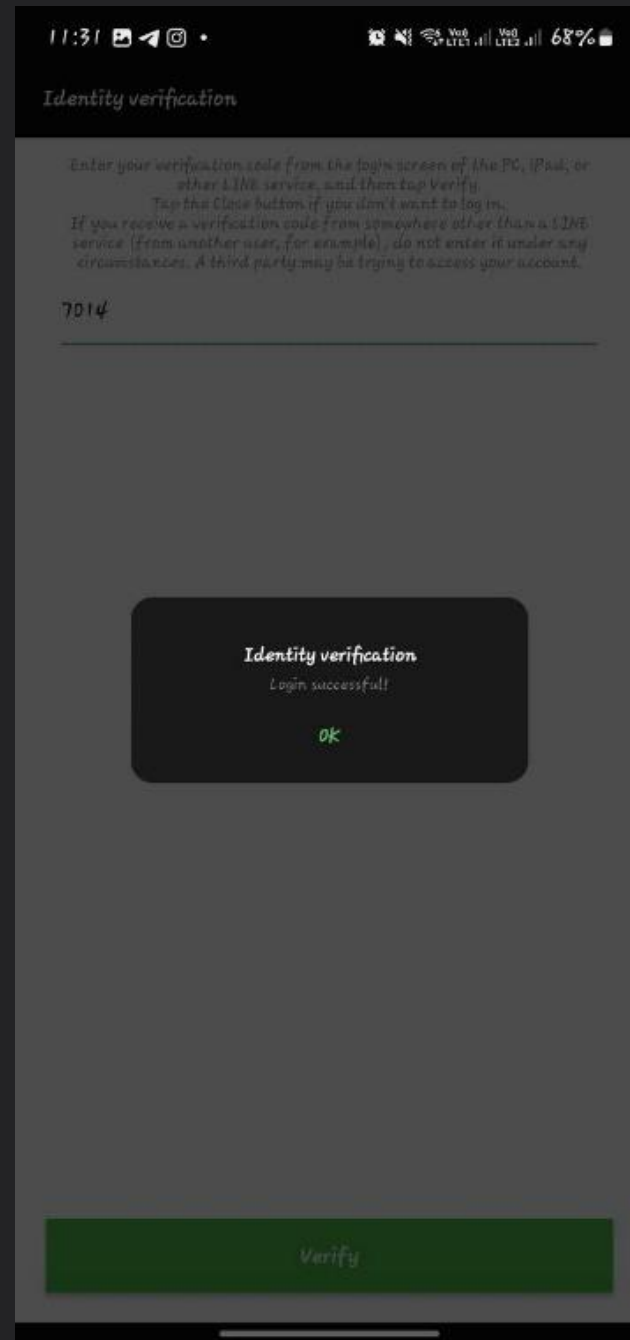


Step 7: The verification will display

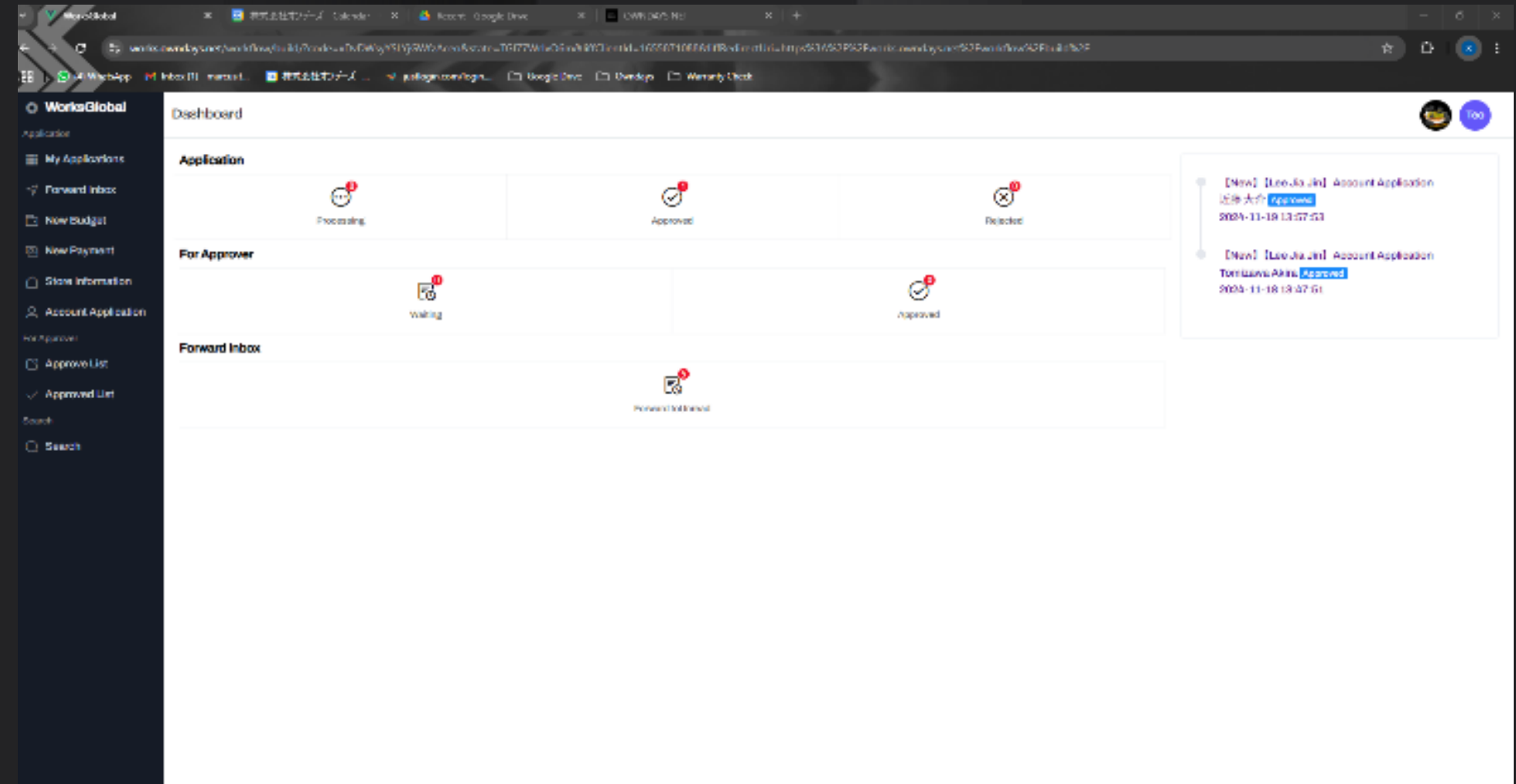


Step 8: Key in the 4-digit OTP that shows on your laptop screen

# Step By Step



Step 9: It will show Identity Verification (Login Successful)



Step 10: Once Login is Successful you will show this page