

HOW TO Request PPE in Workday

To Request Personal Protective Equipment

1. Log in to CDWA's [DirectMyCare web portal](#)
2. From the My Dashboard screen, click the **Workday** button to go to your Workday homepage.
**If you reach a log in page, enter the same username and password as used to log into the [DirectMyCare web portal](#).*
3. Locate the search bar at the top of the screen and type in create request.
4. Select the **Create Request Task**.
5. In the Create Request pop up, use the dropdown menu to select **All**. Then select **PPE Request**. (Fig. 01)
6. Click **OK**. (Fig. 01)

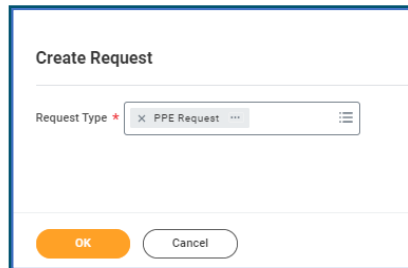


Fig. 01

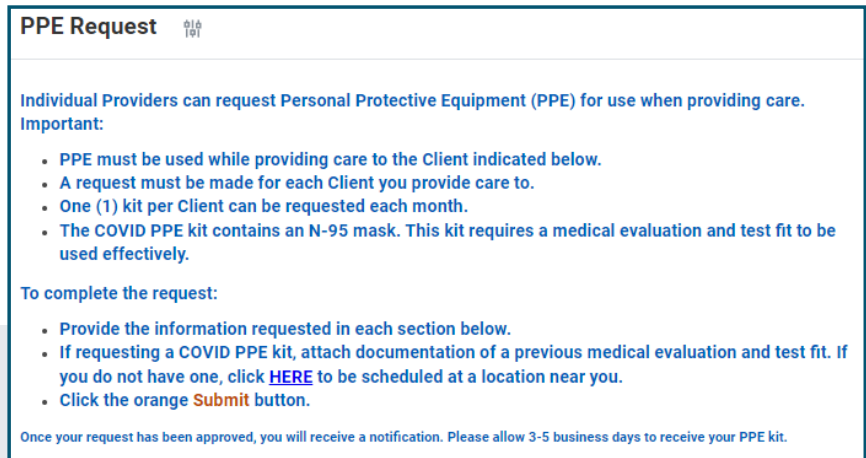


Fig. 02

7. There are helpful instructions on the screen. Review these then complete every required field on the screen to prevent delay in processing the request. (Fig. 02)

8. Confirmation of your request will be sent to the email address on file. (Fig. 03)

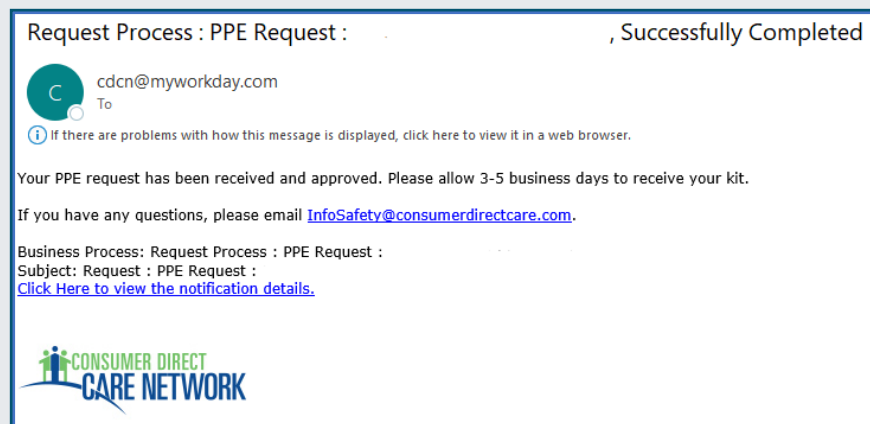


Fig. 03