

Complete View of Candidate Onboarding

Understanding Your Workday Accounts:

Throughout the hiring process, you will use different Workday accounts.

This chart explains when each account is used and what to expect.

 When you get it	1 CANDIDATE ACCOUNT	2 PRE-HIRE ACCOUNT	3 SUNRISE SSO ACCOUNT
	You create it when you apply	Emailed by Workday after you're hired	Provided by your manager on/ around Day 1
	What it's for	Applying + reviewing and accepting your offer	Onboarding tasks before your first day
	Where you log in	Sunrise Careers Portal	Link in the Workday email
When it stops	Once you're hired and onboarding begins	Your first day of work	Active for your entire employment

1 Candidate Account

I'm applying or reviewing my offer

You create this yourself when you apply.

When: From the moment you apply until you're officially hired.

Used for: Submitting your application, checking your status, and reviewing and responding to your offer.

Login: The email address and password YOU created when you applied.

How to view and respond to your offer:

1. Go to the Sunrise Careers Candidate Portal.
2. Sign in with the email and password you created when you applied.
3. Open the **"My Offers"** or **"Applications"** tab to view your offer letter.
4. Review and respond directly in the portal as soon as possible.

Trouble logging in? Use the *"Forgot Password"* link on the sign-in page. Questions about your offer? Your recruiter is here to help.

2 Pre-Hire Account

I'm hired and completing onboarding

Workday emails this to you automatically—watch your inbox.

When: After you accept your offer and are moved to "Hired." It works until your first day of work.

Used for: Completing onboarding tasks, forms, and pre-employment requirements before your start date.

Login: Sent by Workday in **two separate emails** from **sunriseseniorliving@myworkday.com**—one with your username, one with a temporary password.

What to do:

1. Check your inbox (and spam/junk folder) for two emails from **sunriseseniorliving@myworkday.com**.
2. Click the link in the email and sign in with the username and temporary password provided.
3. You'll be prompted to create a new password on first login.
4. Complete every onboarding task before your first day.

Important: This is a NEW login—it is not the same as the account you used to apply. Don't try your Careers Portal password here. This account expires on Day 1.

3 Sunrise SSO Account

I'm officially on the team

Your permanent login for your entire Sunrise career.

When: Activated about 24 hours after your start date and used for your entire employment.

Used for: Everything as a team member—timekeeping, pay, benefits, learning, and all other employee transactions. Any unfinished onboarding is completed here too.

Login: Your Sunrise Single Sign-On (SSO) credentials. These are emailed to your **Hiring Manager**, who will give them to you on or around your first day.

Didn't get your SSO login?

Ask your Hiring Manager—the credentials go to them, not to your personal email.



The simple story:

- **Account 1** is made when you apply—it's only for your application and offer packet, which is why you log in on the career site.
- **Account 2** is created once you're marked Hired and onboarding is sent—Workday emails you the login, and it's only good until Day 1.
- **Account 3** is your SSO—emailed to your manager, activated after Day 1, and used from then on (including any onboarding you still need to finish).

One rule to remember: *Careers Portal to apply and accept. Workday email to onboard. Sunrise SSO once you start. Three stages, three logins—always use the one that matches where you are in your journey.*

"I can't log in!" — Quick Fixes

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|---|---|---|
| • "I was just hired and my Careers Portal login doesn't work for onboarding." | → | That's expected—onboarding uses your Pre-Hire Account. Look for two Workday emails with your new username and temporary password. |
| • "I never got my Pre-Hire emails." | → | Check spam/junk for sunriseseniorliving@myworkday.com . Still nothing? Contact your recruiter. |
| • "It's my first day and my Pre-Hire login stopped working." | → | That's expected—it expires on Day 1. Use your Sunrise SSO from your Hiring Manager going forward. |
| • "I forgot my Careers Portal password." | → | Use the "Forgot Password" link on the Careers Portal sign-in page. |
| • "I don't have my SSO credentials." | → | Ask your Hiring Manager—SSO credentials are sent to them, not to you. |

Complete Your Onboarding:

1. Sign in using the onboarding username and password provided in your onboarding emails.
2. Select each onboarding task to complete it.

To follow along with visual aids, [click here](#).

1

Form I-9

Equifax 

TASK:

Form I-9

WHAT YOU'LL DO

Select the Equifax link and complete your Form I-9. This should be completed first.

2

Benefit Elections



TASK:

Benefit Elections

WHAT YOU'LL DO

Review and make your benefit elections, if applicable.

3

Federal Tax Elections



TASK:

Federal Tax Elections

WHAT YOU'LL DO

Complete your federal W-4 tax withholding information.

4

State Tax Elections



TASK:

State Tax Elections

WHAT YOU'LL DO

Complete your state tax withholding information.
The appropriate state will be displayed based on your home address.

5

Payment Elections



TASK:

Payment Elections

WHAT YOU'LL DO

Set up your direct deposit information.

6

Pre-Hire Documents



TASK:

Pre-Hire Documents

WHAT YOU'LL DO

Review and acknowledge required policies and documents. Pre-Hire Documents may include: **Payroll Schedule, Benefits Information, Federal Exchange Notice, Bring Your Own Device (BYOD), Code of Conduct, Equal Access, Anti-Bribery Policy, Drug and Alcohol Policy, Compliance Information, 401(k), Workers' Compensation, Hepatitis Information, E-Verify.**

7

State and Community Supplemental Onboarding Documents



TASK:

State and Community Supplemental Onboarding Documents

WHAT YOU'LL DO

Complete any additional onboarding documents that apply to your state, community, or position. These may include required acknowledgments or training related to topics such as **Resident Rights and Assisted Living (AL) Abuse and Neglect.**

8

ID Change



TASK:

ID Change

WHAT YOU'LL DO

Verify your identification information.

9

Personal and Contact Info



TASK:

Personal and Contact Info

WHAT YOU'LL DO

Review and update your personal information, if needed.

10

Emergency Contacts



TASK:

Emergency Contacts

WHAT YOU'LL DO

Add or update your emergency contacts.

11

Name Pronunciation & Photo



TASK:

Name Pronunciation & Photo

WHAT YOU'LL DO

Add an optional phonetic pronunciation of your name and upload a professional profile photo.

12

Electronic Consent



TASK:

Electronic Consent

WHAT YOU'LL DO

Consent to receive onboarding documents electronically.