CONSUMER DIRECT CARE NETWORK WASHINGTON

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)*

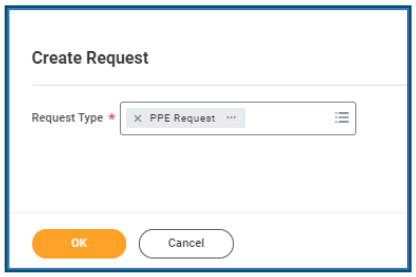

Fig. 01

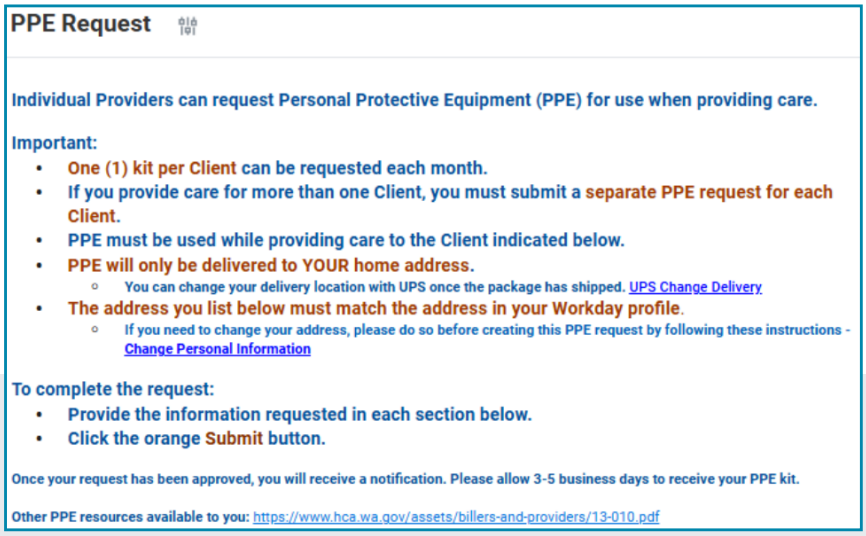

Fig. 02

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)*

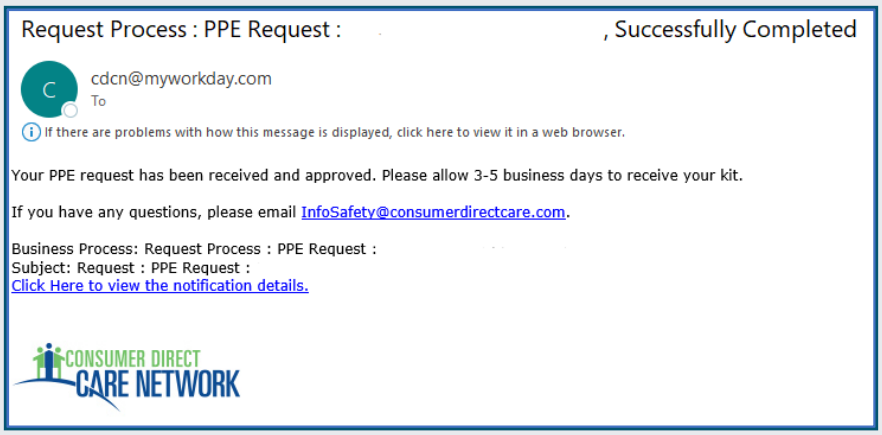

Fig. 03

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