

The Seasonal Employee Portal

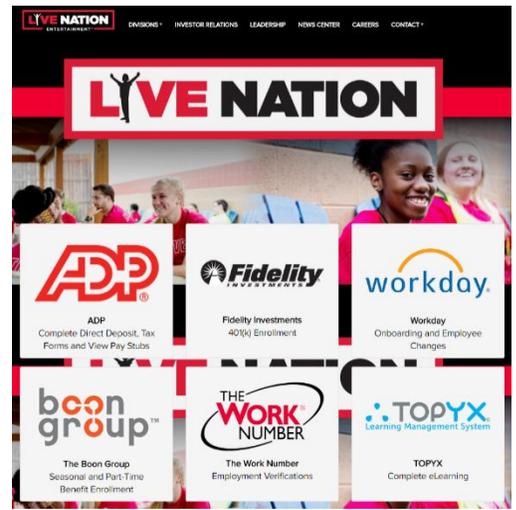
Access the Seasonal Employee Portal by following this link:

<http://www.livenationentertainment.com/seasonalemployee/>

Here you will have access to **Workday**, your **ADP account**, and more!

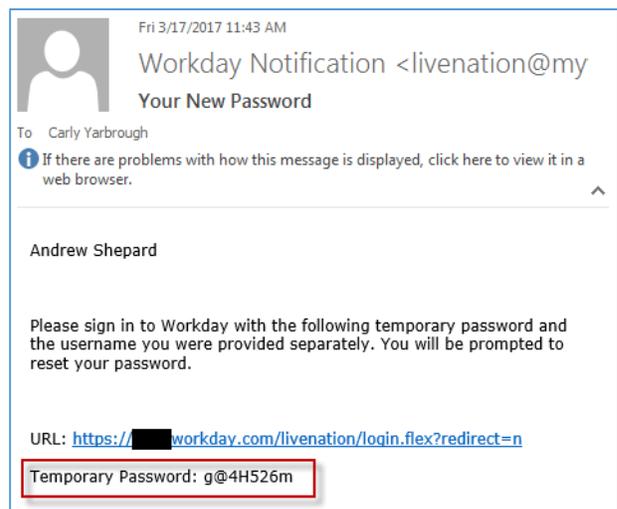
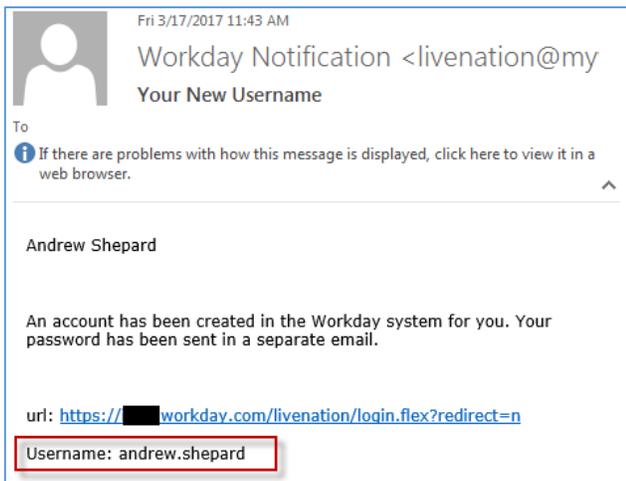
Please select **Workday** first, and you will be prompted to input the appropriate log-in credentials.

Workday will have sent your log-in credentials to your **personal email address** (or whatever email you provided on your application) when you were hired in the system by your manager.

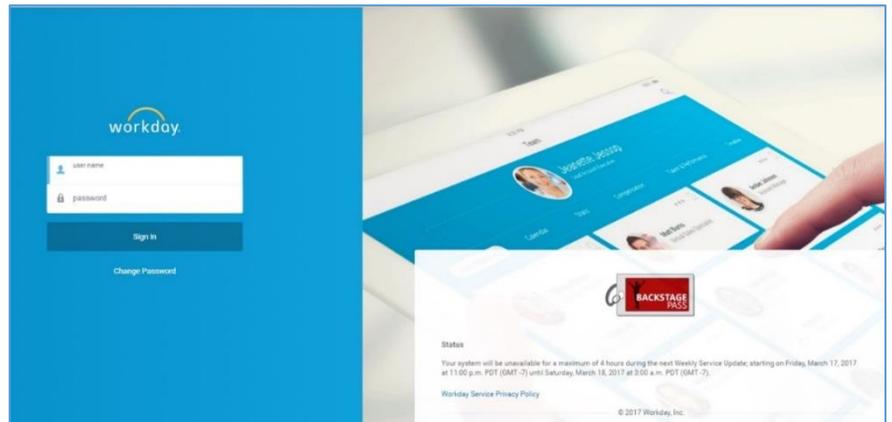


Logging in to Workday for the First Time

- Once you have been hired into Workday by your Manager, you will receive three emails to the personal email account you identified when you applied:
 - Welcome Email with brief onboarding instructions
 - Username Email (**Note:** usernames are typically in the format **firstname.lastname** and are located at the **bottom of the email**).
 - Temporary Password email (**Note:** temporary passwords are **randomly generated** and are located at the **bottom of the email**).
 - If your temporary password has expired or have forgotten your password please contact Live Nation IT Support at 877-598-6948.



- When you access the link provided in the email you received, you will be directed to this page:
- Please enter the **case-sensitive** username and password into the fields (**Note:** if you copy and paste the fields, you will need to be sure **NO spaces** are included).



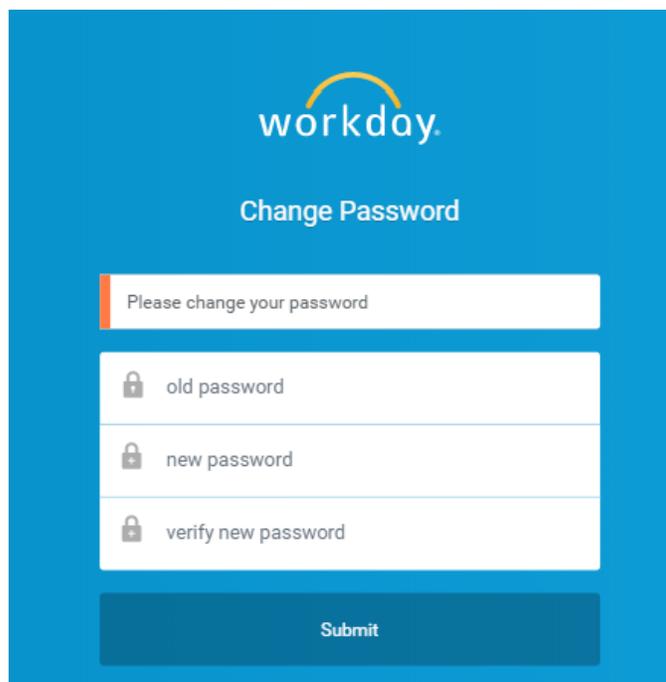
You can also access Workday directly by typing this link:

<https://www.myworkday.com/livenation/login.flex?redirect=n>

4. You will then be prompted to **change your password before proceeding**. For **Old Password** please enter the **Temporary Password** that was provided in the email. Your Workday Password must meet the following criteria:

- At least 8 characters in length
- Must contain at least one upper-case letter
- Must contain at least one lower-case letter
- Must contain at least one number
- Must contain at least one special character

The new password you create will be the **new password moving forward**. If you have **5 failed sign-on attempts**, you will be **locked out**. At this point you may reach out to **Live Nation IT Support** at 877-598-6948 and they can reset your password for you.



The image shows a screenshot of the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, the title 'Change Password' is centered. A message box says 'Please change your password'. There are three input fields, each with a lock icon on the left: 'old password', 'new password', and 'verify new password'. At the bottom, there is a dark blue 'Submit' button.