

Logging into Workday Adaptive Planning

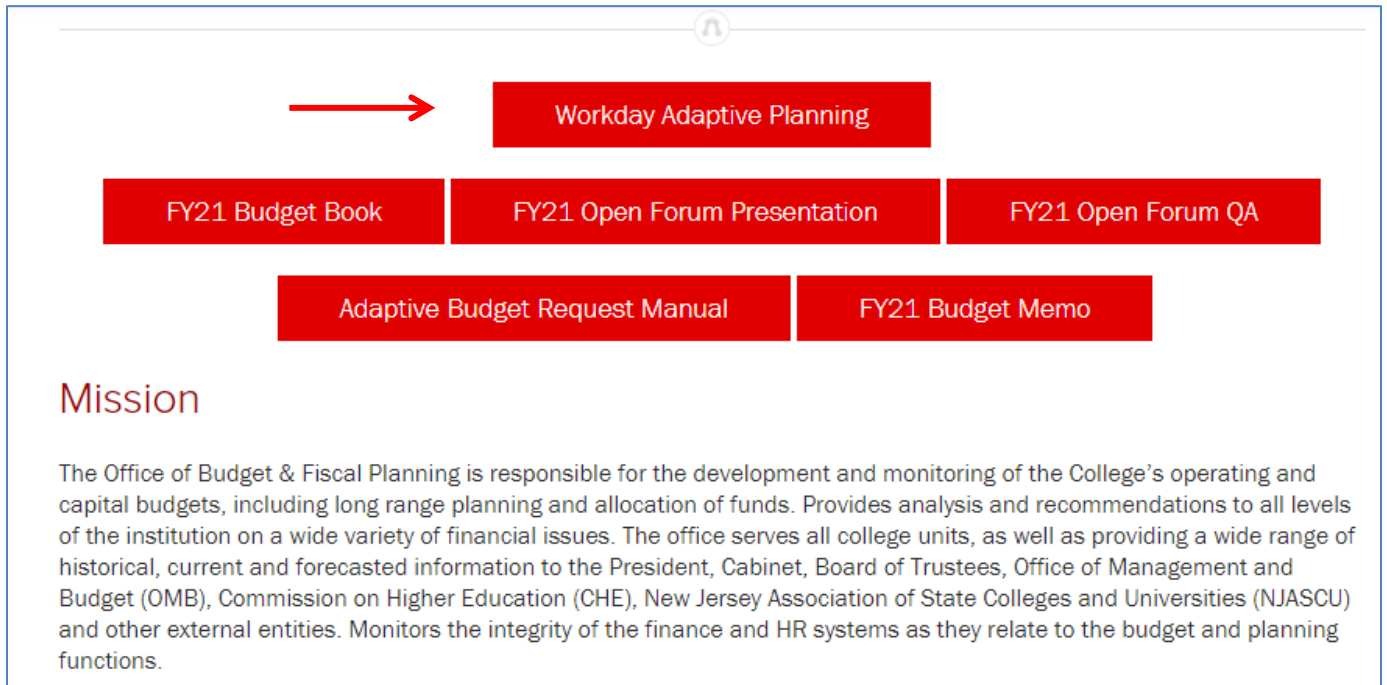
October 15th, 2020

Office of Budget & Fiscal Planning

www.ramapo.edu/budget

budget@ramapo.edu

1. Go to <https://login.adaptiveinsights.com/app> OR to the Budget Office webpage at www.ramapo.edu/budget and click on the “Workday Adaptive Planning” button.



Workday Adaptive Planning

FY21 Budget Book FY21 Open Forum Presentation FY21 Open Forum QA

Adaptive Budget Request Manual FY21 Budget Memo

Mission

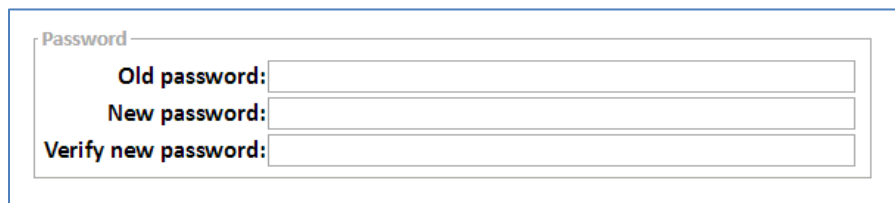
The Office of Budget & Fiscal Planning is responsible for the development and monitoring of the College’s operating and capital budgets, including long range planning and allocation of funds. Provides analysis and recommendations to all levels of the institution on a wide variety of financial issues. The office serves all college units, as well as providing a wide range of historical, current and forecasted information to the President, Cabinet, Board of Trustees, Office of Management and Budget (OMB), Commission on Higher Education (CHE), New Jersey Association of State Colleges and Universities (NJASCU) and other external entities. Monitors the integrity of the finance and HR systems as they relate to the budget and planning functions.

If this is the first time logging in, the password to your login is the first half of your email address (without @ramapo.edu).

Ex: Username: budget@ramapo.edu
 Password: budget

- If a user has forgotten their password, please contact Alexia Mavros at amavros@ramapo.edu to reset the password. **NOTE: Do not click on the “Forgot your password?” link.**

2. Once you log in, you will be directed to reset your password. **This is mandatory.** Simply fill in the textboxes under the “Password” section. Your old password is the first half of your email address (without @ramapo.edu). Enter your new password of preference in the “New password” textbox, and again in the “Verify new password” textbox.



Password

Old password:

New password:

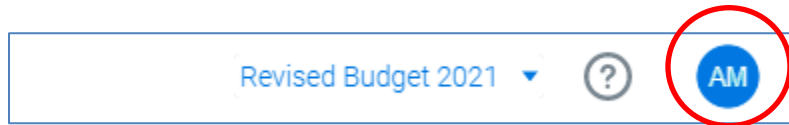
Verify new password:

3. At the top right of your screen, enter the old password, a new password, and then verify the new password one more time. **Be sure to click save at the bottom of the page.**

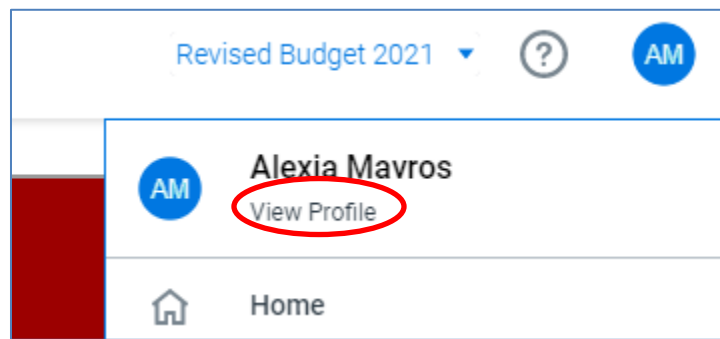
Old password:	<input type="text"/>
New password:	<input type="text"/>
Verify new password:	<input type="text"/>

If you need to change your password again at a later time:

- Go to the upper right corner of the home page and click on your profile icon.



- Click on “View Profile” under your name:



If you would like additional training in Adaptive, please contact Alexia Mavros at amavros@ramapo.edu.