

### Dayforce App

For employees without an Ingeni (known as non-SSO users)



- **Download the Dayforce App (Ceridian Dayforce)**

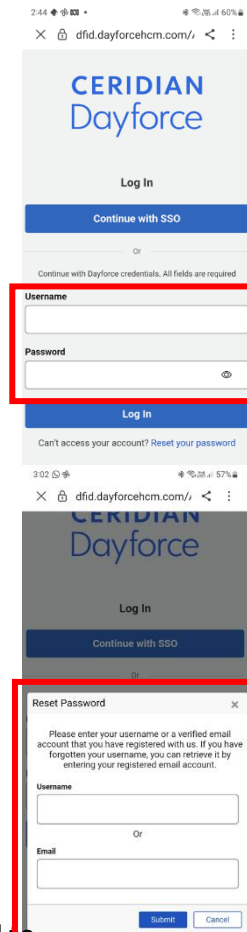
Scan the **QR code** to download the **Dayforce App** from the Google Play Store or Apple Store.

- **Enter the Company ID** – Ingenia
- **Enter your Username** – firstname.lastname  
e.g., tania.tripodi
- **Enter your Default Password** – first name [full stop] year of birth  
e.g., **Tania1971** (Ensure you have a capital letter for the first name)
- **Forgotten your Password?**  
Click 'Forgotten Password' option. Enter your username or email address. Access your emails to get the temporary password.

Log in to the Dayforce App again – you will be requested to update your password

- **Turn on Biometrics**

If prompted, by using biometrics (your face scan or fingerprint), you won't need to enter your password to access the app.



### Tribe Computer Access

For employees without an Ingenia email address (known as non-SSO users)

- In your internet browser window, enter the URL  
<https://dayforcehcm.com>
- **Company Name** – Ingenia
- **Username** – firstname.lastname  
e.g., tania.tripodi
- **Default Password** – first name [full stop] year of birth  
e.g., **Tania1971** (Ensure you have a capital letter for the first name)

**Still can't access either the app or the website?  
Try these steps:**

- Contact your SuperUser or Team Leader and ask them to confirm your username
- If you have had your password reset already, use that one (not the default password of first name [full stop] year of birth e.g., Tania1971)
- Still stuck? Contact OnPlatinum on 1300 428 667 to have your Tribe password reset.