| **Workday Multifactor Authentication (MFA), setup** |
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| This job aid provides step-by-step instructions on how to set up multifactor authentication for users required to sign into Workday with MFA (Employees or Contingent Workers), **who do not have a state issued M365 account** or need urgent access to Workday for personal use (non-state business). This access is referred to as Workday Native access. |

|	You must know your username and password to Workday, have your smart device nearby (and know your pin login) with an authentication application installed on it. Recommended options are **Microsoft Authenticator, Google Authenticator** or **Okta Verify.** If you already had MFA setup and receive a new device, you will need to contact your Security Partner(s) to reset your MFA.
	You are limited to 3 opportunities to use the QR code. If you do not successfully setup MFA after your 3rd attempt, you will be locked out of the system and can try again after 20 minutes from your last attempt. Contact your HR Office for assistance with an MFA reset or login problems. Help Contacts

Step 1: Log into Workday using your username and password. At the prompt below, click on **Set Up Now**.
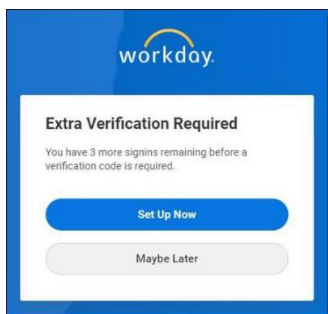
Step 2: You will see this prompt. Pause here and pick up your smart device.
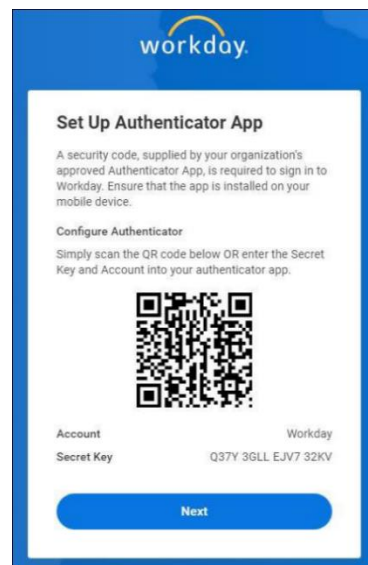
Step 3: On your smart device:

1. Open the authenticator app
2. Click on the "+" button in the top right corner
3. Add a Work Account
4. Your camera lens should open. You need to point your camera to the QR Code displayed on the Workday screen. The authenticator will take the picture when it is ready.
5. Immediately, you are presented with a 6-digit passcode. Enter this code in Workday.

Your app should look like this when done.

Step 4: **Test It Out.**

1. Logout of Workday.

2. Select **Sign in with Workday**. Login to Workday using your *Username* and *Password*. On the next screen, you are presented with a multi-factor security code input. Open your authenticator app, look at the code that is presented in the app and type it into the Workday prompt. The code will be valid for 30 seconds, at which time a new code will be given.