

### **Multifactor Authentication (MFA)**

If you have a work assigned Microsoft account, you are required to use MFA. MFA is an electronic authentication method in which a user is granted access to a website or application only after successfully presenting evidence to an authentication mechanism. MFA adds a layer of protection to the sign-in process. MFA provides single sign on opportunities, meaning once you sign into My Microsoft Accounts, other applications may recognize you without requiring you to login again with a user id and password.

### **Access to Workday with a Microsoft Account (state-issued device)**

You will benefit from a single sign on experience with Workday using this link: <https://wd5.myworkday.com/oregon/login-saml2.flex>. Simply copy and paste the link to your browser and it will recognize you without requiring your username, password, or challenge questions. Workday will still have a session timeout, so you will need to click back into Workday if your session times out. This [job aid](#) provides instructions on how to set up browser favorites/bookmarks or a shortcut.

### **Access to Workday without a Microsoft Account (personal device)**

If a user does not have a work issued Microsoft account (i.e.: Board members who do not have state-issued Microsoft accounts), their experience will vary by user type:

- External Job Applicants (not currently state employee) – No change in experience.
- External Learners (citizens accessing publicly available training and information) – No change in experience.
- State users that do not have M365 accounts (pre-employment individuals, post-employment individuals, contractors, board/commission members and other volunteers without state-issued M365 account) – These users will no longer be required to respond to challenge questions. They will be required to MFA with an authenticator app and one-time passcode. To set up the authenticator application, follow this [job aid](#). All users who access the URL (Workday Native) will be prompted to setup MFA and will be able to login 3 times before being forced to setup MFA.

Note: Five unsuccessful login attempts will result in a 20-minute system lockout.

### **Need help with Workday Authentication?**

For assistance logging into Workday using your state-issued device, please contact your agency IT.

For assistance logging into Workday and using MFA on a non-state issued device, contact your agency HR Workday Support through [State of Oregon: Employee resources and state workforce - Workday Help Desk](#).