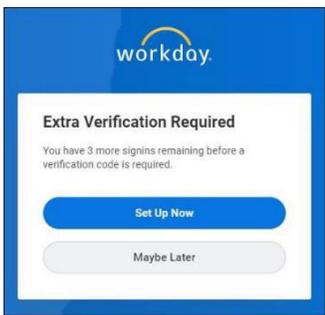


Workday Multi-Factor Authentication (MFA) Setup for Personal Devices

This job aid provides step-by-step instructions on how to set up multi-factor authentication (MFA) 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.

	<p>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. The recommended option is Microsoft Authenticator. If you already have MFA setup and received a new device, you will need to contact your Security Partner(s) to reset your MFA.</p>
	<p>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</p>

Step 1: Log into Workday using your username and password then the "Extra Verification Required" screen will appear. Select, "Set Up Now."



Step 2: The "Set Up Authenticator App" screen will appear. Pause here and begin setup on your smart device.

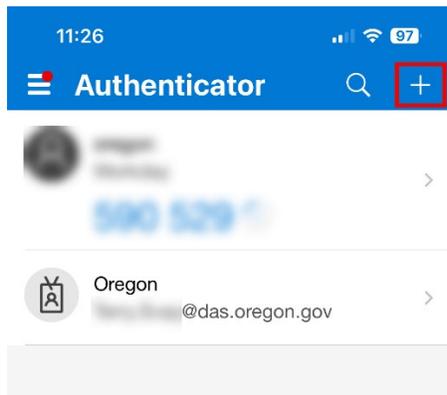


Step 3: On your smart device, follow the instructions below:

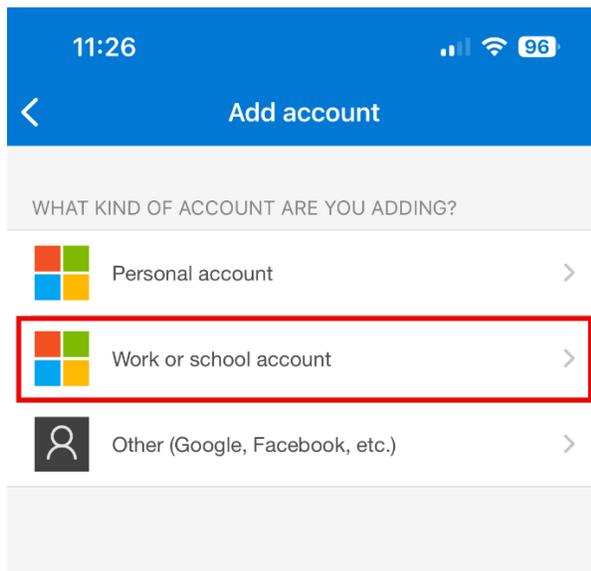
1. Open the authenticator app



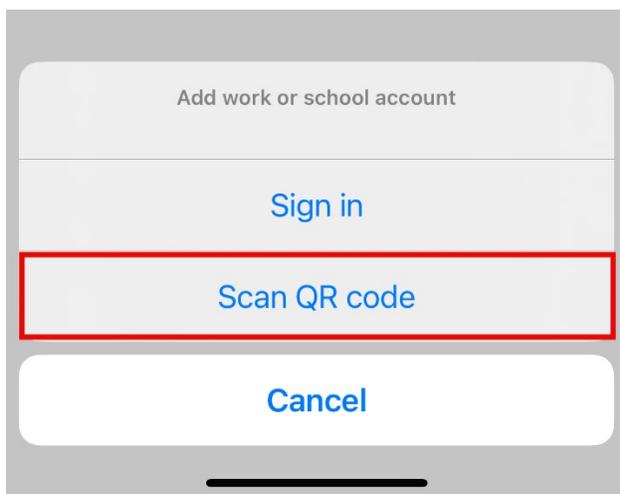
2. Click on the "+" button in the top right corner



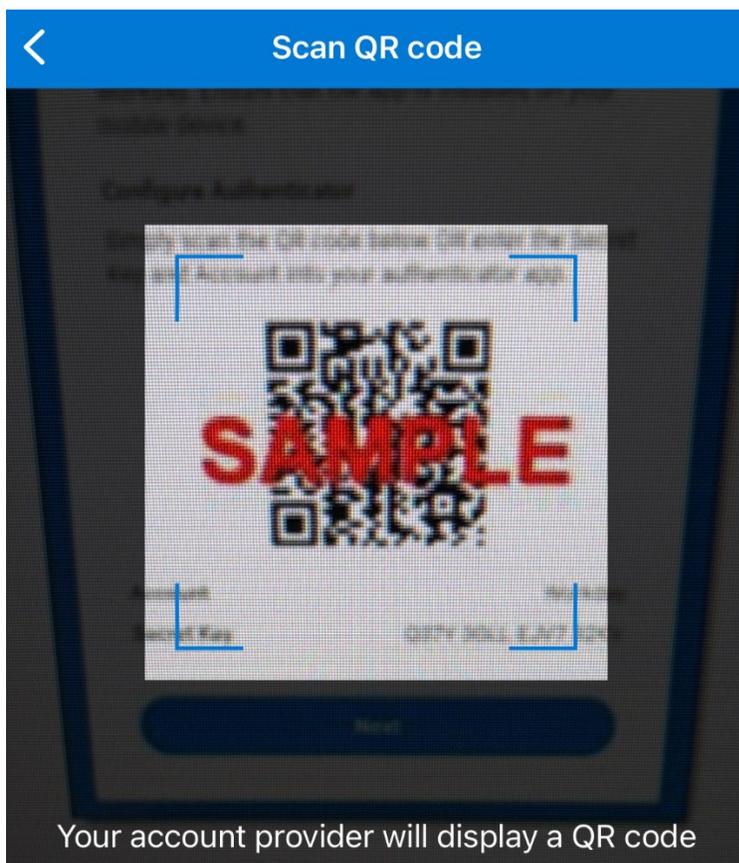
3. On the "Add account" screen select, "Work or school account"



4. Then select, "**Scan QR code**"



5. The camera on your smart device will appear. Point the camera to the QR code displayed on the Workday screen. The Authenticator app will scan the QR code when it is clearly displayed on your smart device camera.



- After the QR code scan is complete, you will see a 6-digit passcode in your Authenticator app. Enter this code in Workday.



Step 4: Confirm that your MFA is setup correctly.

- Log out of Workday then select, "Sign in using a Personal Device"
- Log in 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, enter the code from the Authenticator app into the Workday prompt.



Note: The Authenticator code will be valid for only 30 seconds. After 30 seconds a new code will be given and must be used.