## EELearner Log into Workday with Authentication

This job aid provides step-by-step instructions of how an Extended Enterprise Learner (EELearner) logs into Workday using one of two authentication processes.

Below are updated login steps required for an EELearner to log into Workday. This process is effective starting December 1, 2025.

1. Log into Workday at https://wd5.myworkday.com/oregon/d/home.htmld.

2. From the Workday login screen, click "Sign in using Personal Device" and enter username and password.
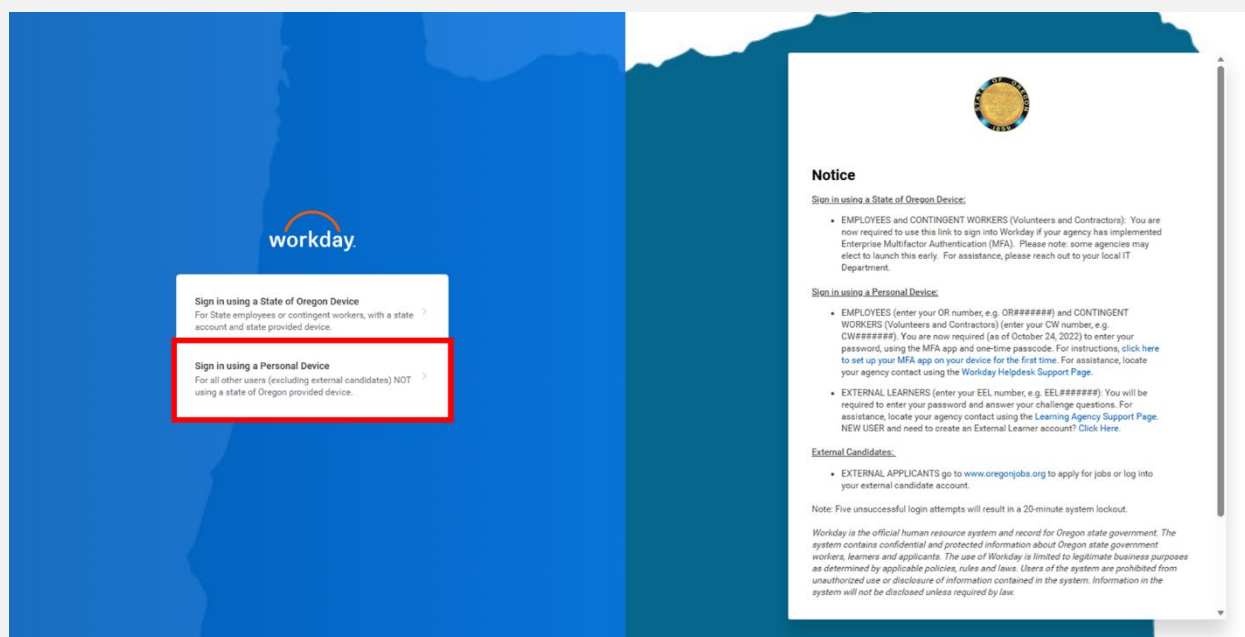
3. From the Workday screen to setup multifactor authentication, select one of the following methods for all future logins:

    A. Preferred: Click "Authenticator App" to approve the login using an authenticator app (like Microsoft or Google Authenticator)

    B. Alternative: Click "Email" to receive a one-time access code sent to your email address associated with your Workday account.
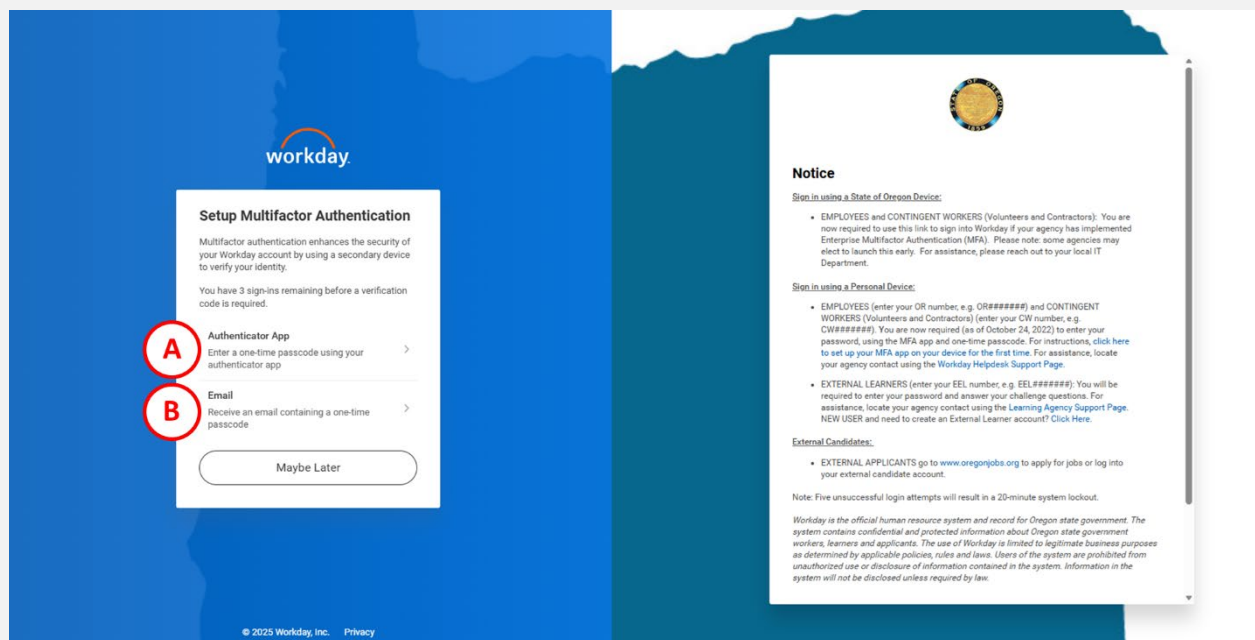
The option chosen in this setup will be the method Workday will use for future logins with this account.

You may choose to skip multifactor authentication up to **three** times. After the third sign-in without using multifactor authentication, you will be required to use one of the two options noted above to sign-in.

4. If using the preferred method (A) using an authenticator app (like Microsoft or Google Authenticator), configure your app with a QR code as shown below:
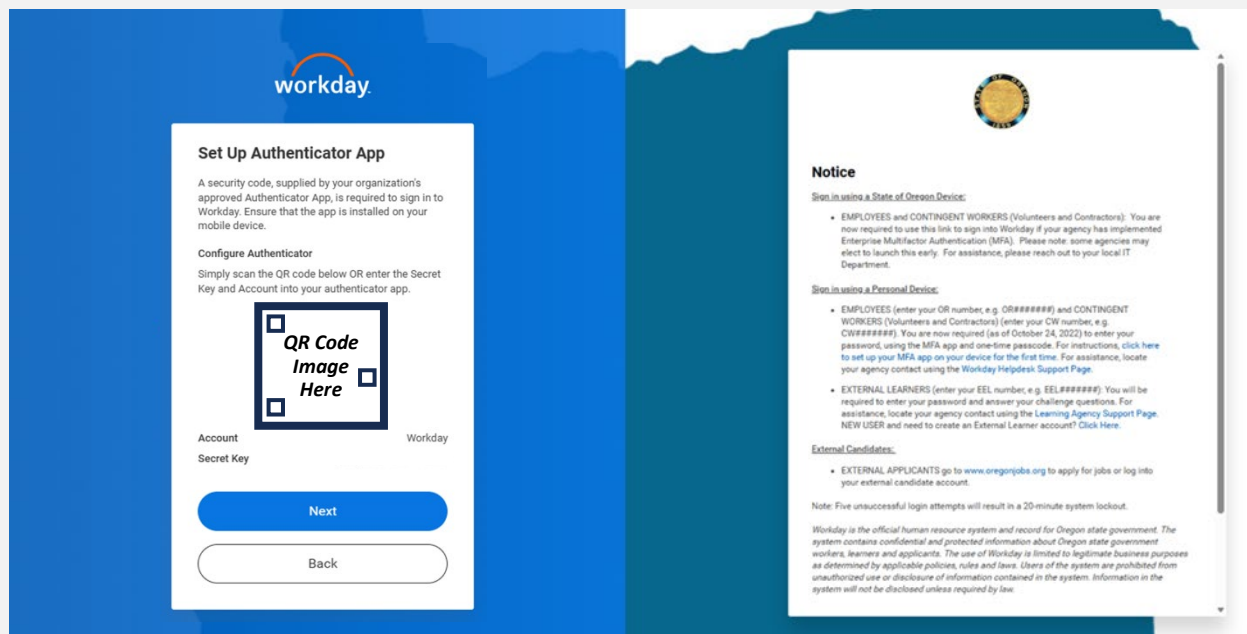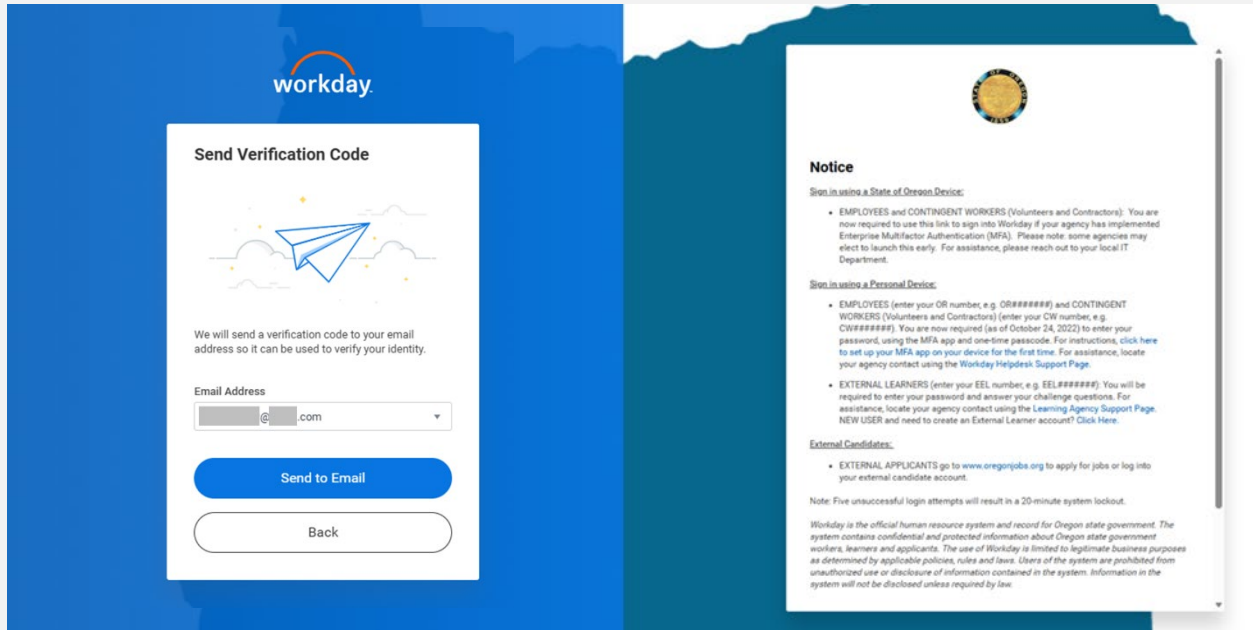

Scanning the QR code will configure your phone's authenticator app with your Workday account.

5. Once your authenticator app is configured, enter the security code sent to your phone into the Workday *Confirm Security Code* screen:
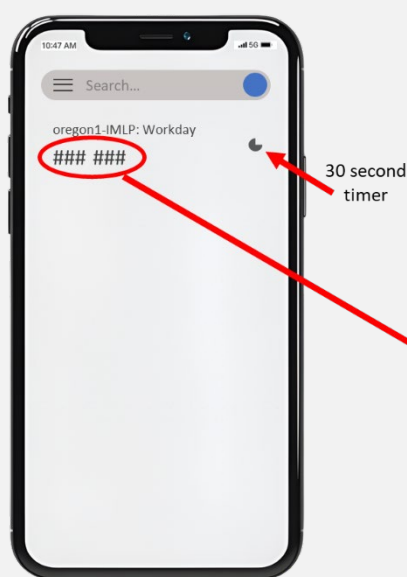
You will have 30 seconds to enter the code from your phone to the Workday *Confirm Security Code* screen. If you do not enter the code within 30 seconds, you will be sent a new code to enter.

6. If using the alternative method (B), click the *Send an Email* button to receive a one-time verification code sent to the email address associated with your Workday account.

7. Once you receive the one-time code to your email, enter it in the *Enter Verification Code* screen, then press the *Continue* button to complete your login.
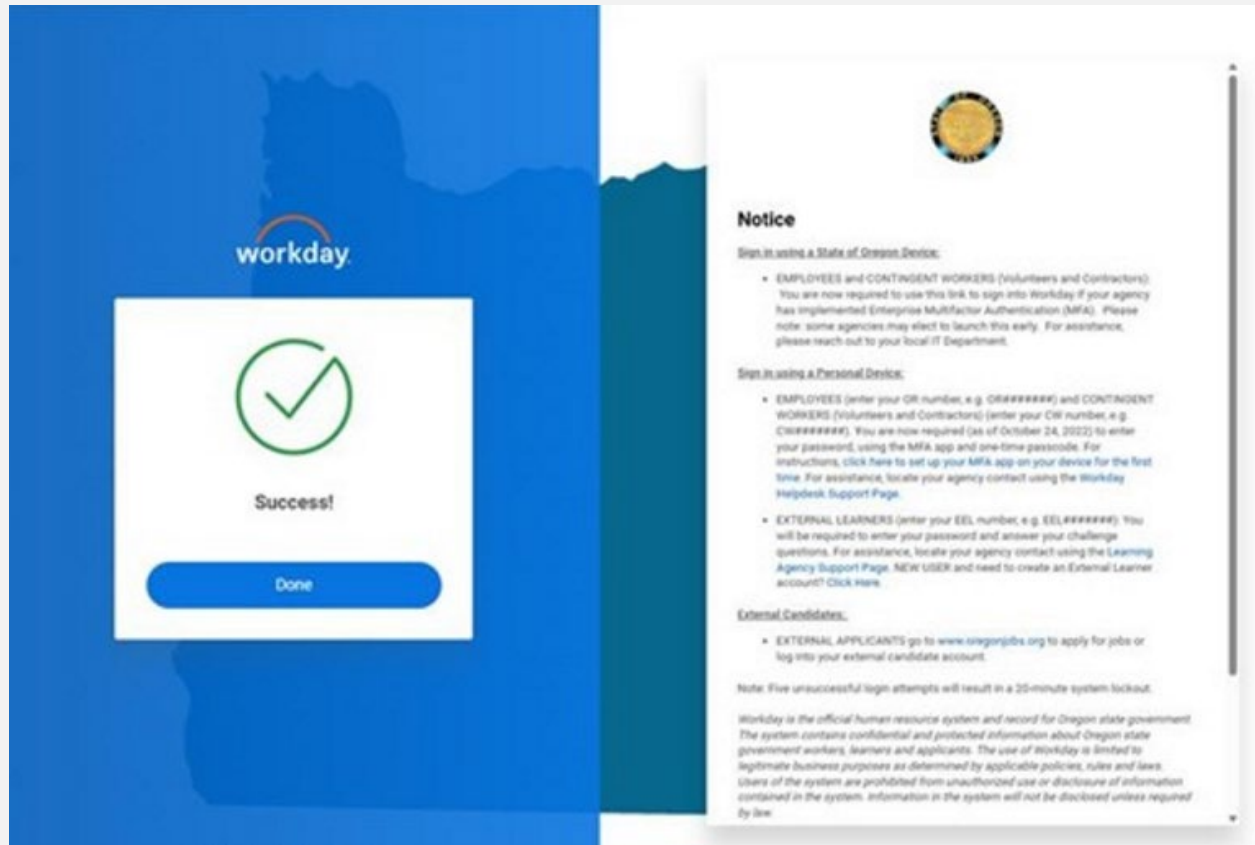
8. A "Success" screen will appear when either authentication process is completed. Click the Done button to continue into Workday.

Each login will require a new verification code.

* * * END OF JOB AID * * *