

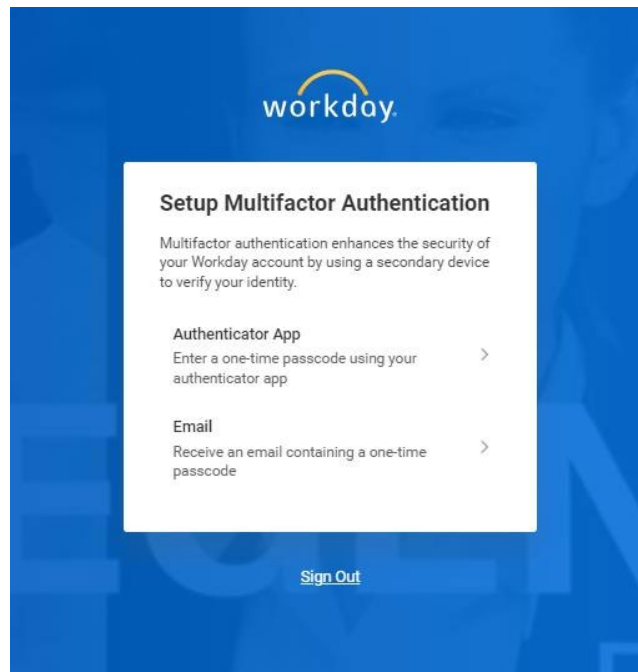
DOWNLOADING WORKDAY

This job aid demonstrates how to set up Multi-Factor Authentication (MFA) for accessing Workday.

OVERVIEW

Follow these instructions to access Workday with MFA. Once you log in, you will be given the option of using an authenticator app or email to complete the authentication process.

- If you choose the authenticator app, you will use the code provided in the authenticator app along with your password to access Workday.
- If you choose email, each time you log in, you will be sent a passcode that will need to be entered to access the system.



SETTING UP AN AUTHENTICATOR APP

You will need to install an 'Authenticator' app on your mobile device if you don't have one yet.

1. Access Workday using your **GSI Employee ID** and **Password** to log in.
2. If this is the first time you are logging in, you will be prompted to set up the Authenticator App. Leave the QR Code on your computer screen for now. The next step will be on your mobile device.
3. Grab your mobile device. Search for and install an authenticator app (e.g., Google Authenticator, Microsoft Authenticator, OKTA, etc.).
4. Launch the authenticator app and follow the instructions to get to the screen asking you to set up a new account.
5. Select 'Add a code or Scan QR code,' then point your mobile camera to the QR code showing on Workday from Step 3.
6. You'll need to complete the **Multi-Factor Authentication (MFA)** to finalize the sign in process.

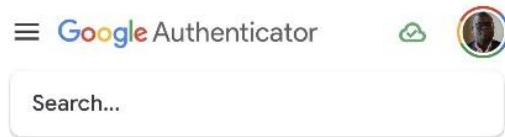


Google Authenticator | Microsoft Authenticator

Once the scan is successful, the Authenticator app will start flashing a six-digit security code. You'll need to remember the current code so you can input this on the security code field on Workday on your desktop.

You are good to go. The next time you log into Workday, you will be asked for a code from the Authenticator App.

GOOGLE AUTHENTICATOR



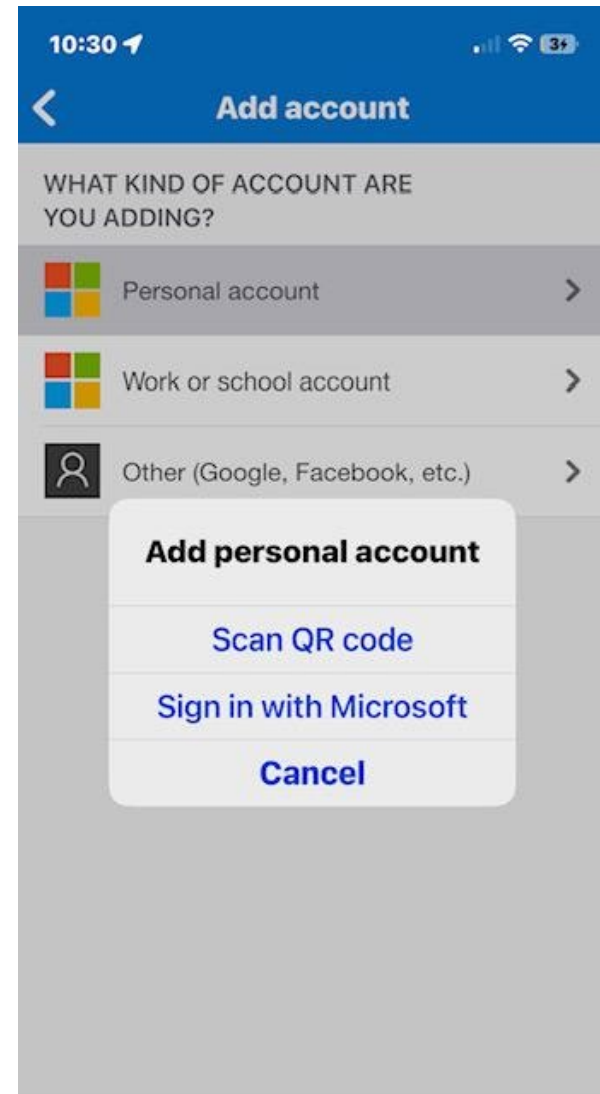
Looks like there aren't any Google Authenticator codes here yet.



[Change account](#)



MICROSOFT AUTHENTICATOR



SETTING UP AN AUTHENTICATOR E-MAIL

When Selecting E-Mail Address as a verification method, please be aware that

1. You'll need to verify that your **email address** is accurate as notifications will be sent to the email you selected in the drop-down menu.
2. A **passcode** will be sent to the e-mail that you selected in the drop-down menu.
3. Enter the **passcode** that you received in your e-mail into the provided field in Workday.
4. Process Complete!

TROUBLESHOOTING

- If you encounter any login issues or have questions about these steps, please contact the workday support team by e-mailing Workday@GuestServices.com

