

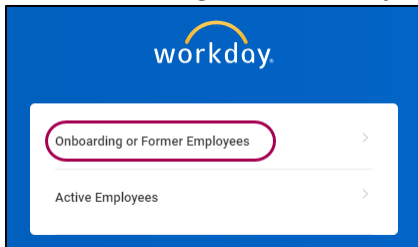
Workday – Set Up Multi-Factor Authentication (MFA)

This document describes the steps on how to set up multi-factor authentication for Workday utilizing a mobile device. The below steps are **ONLY** for those onboarding MCHS.

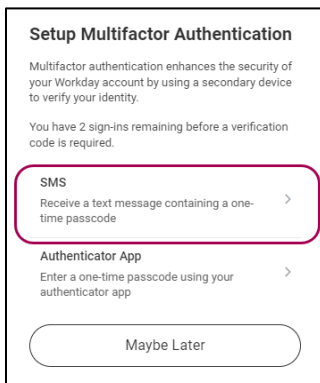
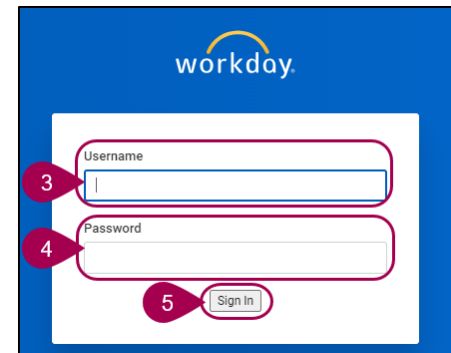
Set Up SMS Multi-Factor Authentication

Set up of SMS allows you to receive a text message containing a one-time passcode. A mobile phone number **MUST** be entered in Workday under your Home Contact Information in order to complete the SMS steps. If you do not have a mobile phone number listed in Workday, contact HR Helpdesk 715-387-5254 ext 75254 to have this added. If you chose not to set up the SMS one time passcode, the Microsoft Authenticator App will need to be installed.

1. To access Workday, click url below.
 - ❖ <https://wd5.myworkday.com/marshfieldclinichealthsystems/login.flex>
2. Click **Onboarding or Former Employees**.



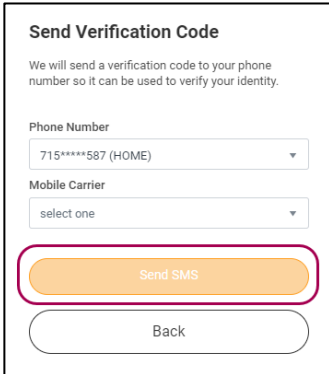
3. In **Username** field, type username.
4. In **Password** field, type password.
 - ❖ You received username and password in two separate emails from HR Workday
5. Click **Sign In**.
6. Click **SMS**.
 - ❖ Setup through Authenticator App is preferred method



7. From **Phone Number** dropdown, select mobile phone number.
 - ❖ By default, phone number may auto-fill

Workday – Set Up Multi-Factor Authentication (MFA)

8. From **Mobile Carrier** dropdown, select mobile carrier.
9. Click **Send SMS**.



Send Verification Code

We will send a verification code to your phone number so it can be used to verify your identity.

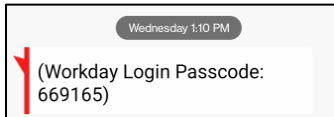
Phone Number
715*****587 (HOME) ▼

Mobile Carrier
select one ▼

Send SMS

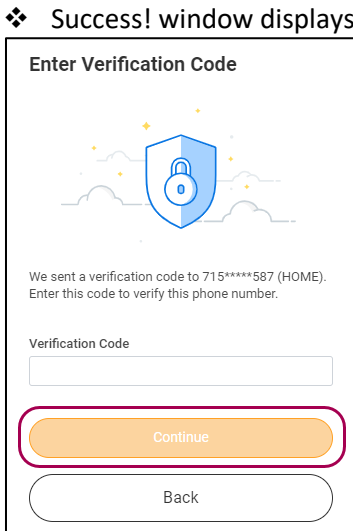
Back

10. From mobile phone, tap text message for six-digit passcode.




11. From **Enter Verification Code** on computer, enter six-digit passcode. Click **Continue**.

❖ Success! window displays



Enter Verification Code



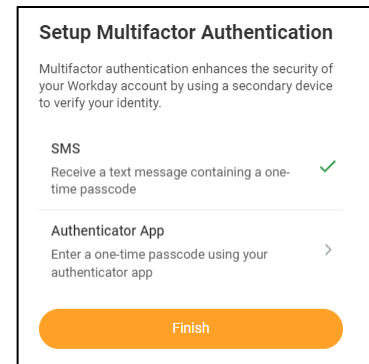
We sent a verification code to 715*****587 (HOME).
Enter this code to verify this phone number.

Verification Code

Continue

Back

12. Click **Done**.
13. To proceed with set up of Authenticator App, click **Authenticator App**. Follow steps in sections below.
 - ❖ Set up of both SMS and Authenticator App are highly recommended
 - ❖ If only completing one setup method, SMS or Authenticator App, an account reset is needed to get prompted again for the other set up
14. To complete your authentication, click **Finish**.



Setup Multifactor Authentication

Multifactor authentication enhances the security of your Workday account by using a secondary device to verify your identity.

SMS
Receive a text message containing a one-time passcode ✓

Authenticator App
Enter a one-time passcode using your authenticator app >

Finish

Workday – Set Up Multi-Factor Authentication (MFA)

Download Authenticator App on Mobile Device

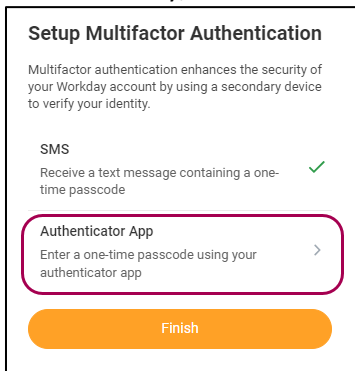
In order to continue with set up of the Authenticator App, an authenticator needs to be installed on your mobile device.

1. From mobile device, access Google Play Store or Apple App Store.
2. In **Search** field, type **Authenticator**.
3. Install **Microsoft Authenticator** app.

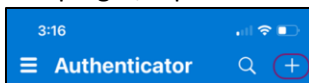


Set Up Authenticator App

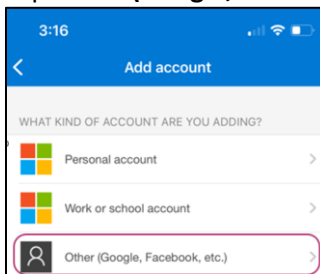
1. From Workday, click **Authenticator App**.



2. From mobile device, access **Microsoft Authenticator** app.
3. In top right, tap **+**.

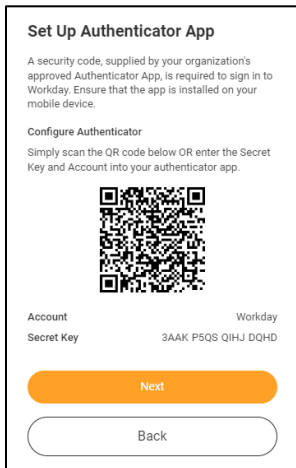


4. Tap **Other (Google, Facebook, etc.)**.

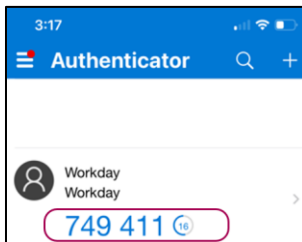


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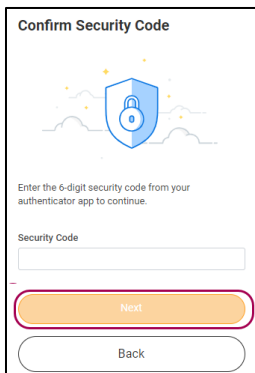
5. Use mobile phone to scan QR code displayed on computer.
 - ❖ If only have one device, enter **Secret Key** manually, tap **Or enter code manually**
 - i. Copy or write down **Secret Key** displayed.
 - ii. For Account Name, enter **Workday**.
 - iii. In **Secret Key** field, paste or enter Secret Key with spaces.
 - iv. Tap **Finish**.
 - v. Skip to step 7.



6. From Workday on computer, click **Next**.
7. From Microsoft Authenticator app, tap **Workday**.
 - ❖ Six-digit passcode displays
 - ❖ Passcode changes every 30 seconds



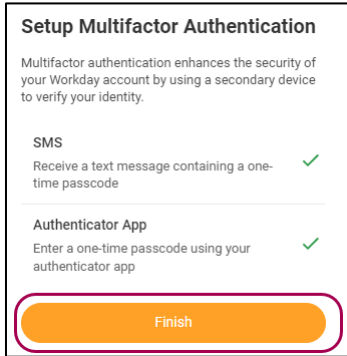
8. From **Confirm Security Code** window on computer, type six-digit passcode.
9. Click **Next**.
 - ❖ Success! window displays



10. Click **Done**.

11. Click **Finish**.

❖ Authentication for both SMS and Authenticator App are now complete.



Setup Multifactor Authentication

Multifactor authentication enhances the security of your Workday account by using a secondary device to verify your identity.

SMS
Receive a text message containing a one-time passcode ✓

Authenticator App
Enter a one-time passcode using your authenticator app ✓

Finish

Get Help

Call the HR Helpdesk 715-387-5254 ext. 75254