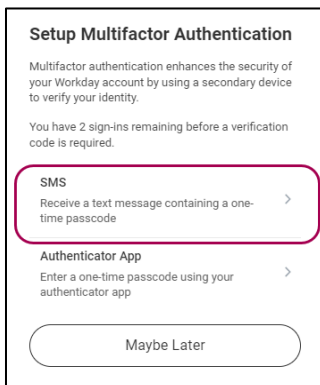This document walks through the steps on how to set up multi-factor authentication for Workday utilizing a mobile device. The below steps are ONLY for those onboarding MCHS.

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. Follow the steps under the Download Authenticator App on Mobile device and Set Up Authenticator sections.

Set Up SMS Multi-Factor Authentication

Set up of SMS allows you to receive a text message containing a one-time passcode.

1. To access Workday, click url below.
   - ❖ https://wd5.myworkday.com/marshfieldclinichealthsystems/login.htmld
2. In **Username** field, type username.
3. In **Password** field, type password.
   - ❖ You received username and password in two separate emails from HR Workday
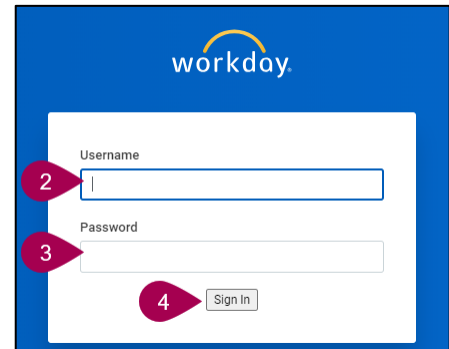4. Click **Sign In**.
5. Click **SMS**.
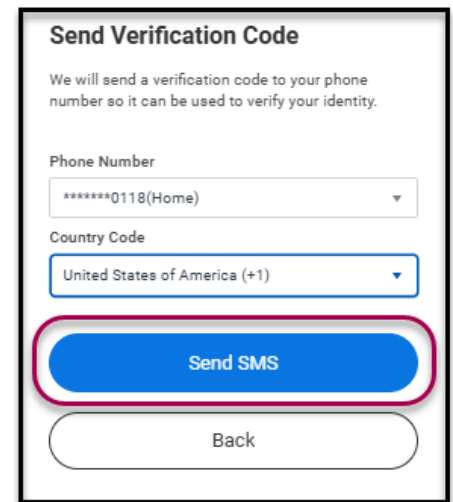

6. From **Phone Number** dropdown, select mobile phone number.
   - ❖ By default, phone number may auto-fill
7. From **Country Code** dropdown, select **United States of America (+1)**.
8. Click **Send SMS**.

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

> Wednesday 1:10 PM
>
> (Workday Login Passcode: 669165)
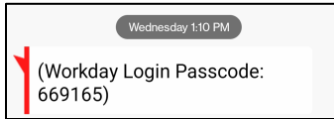
10. From **Enter Verification Code** on computer, enter six-digit passcode. Click **Continue**.
    - ❖ Success! window displays

Enter Verification Code

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

Verification Code

Continue

Back
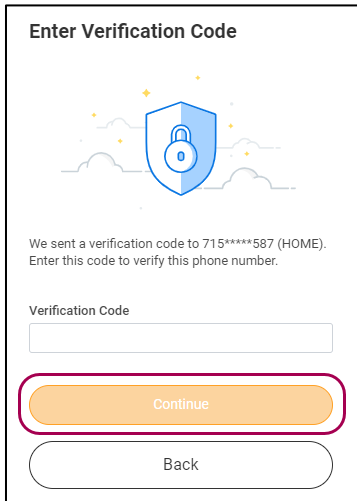
11. Click **Done**.
12. To proceed with set up of Authenticator App, click **Authenticator App**. Follow steps in sections below.
    - ❖ Set up of both SMS and Authenticator App are highly recommended
    - ❖ If only completing one setup method, SMS or Authenticator App, an account reset is need to get prompted again for the other set up
13. 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.
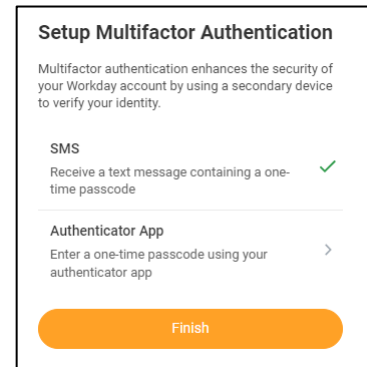
SMS ✓
Receive a text message containing a one-time passcode

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

Finish

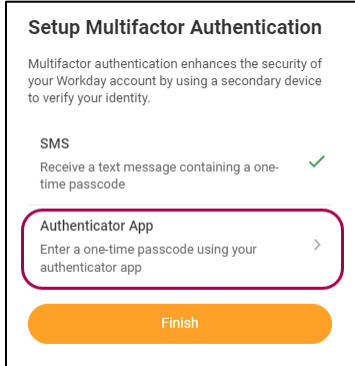## Download Authenticator App on Mobile Device

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**.
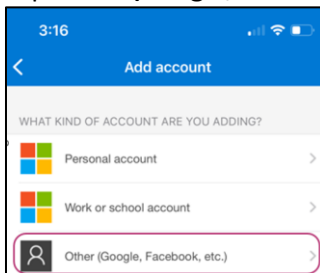3. Install **Microsoft Authenticator** app.

Microsoft Authenticator
Microsoft Corporation • Business
4.6 ★ ⊡ 100M+

Set Up Authenticator App

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

   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]

2. From mobile device, access **Microsoft Authenticator** app.

3. In top right, tap **+**.

   3:16   .ıl 🛜 🔋
   ☰ **Authenticator**   🔍   ⊕

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

   3:16   .ıl 🛜 🔋
   ‹   **Add account**

   WHAT KIND OF ACCOUNT ARE YOU ADDING?

   ▦ Personal account   ›
   ▦ Work or school account   ›
   👤 Other (Google, Facebook, etc.)   ›

5. Use mobile phone to scan QR code displayed on computer.
   - ❖ If entering **Secret Key** manually, tap **Or enter code manually**
     i. For Account Name, enter **Workday**.
   ii. In **Secret Key** field, type Secret Key with spaces.
     iii. Tap **Finish**.

   Set Up Authenticator App

   A security code, supplied by your organization's approved Authenticator App, is required to sign in to Workday. Ensure that the app is installed on your mobile device.

   Configure Authenticator

   Simply scan the QR code below OR enter the Secret Key and Account into your authenticator app.

   [QR code]

   Account   Workday
   Secret Key   3AAK P5QS QIHJ DQHD

   [Next]

   [Back]
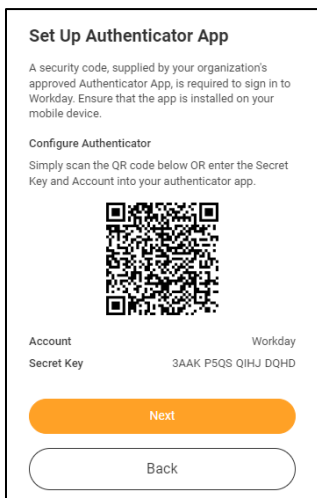
6. From Workday on computer, click **Next**.
7. From Microsoft Authenticator app, tap **Workday**.
   - ❖ Six-digit passcode displays
   - ❖ Passcode changes every 30 seconds
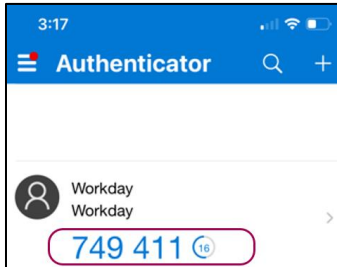
8. From **Confirm Security Code** window on computer, type six-digit passcode.
9. Click **Next**.
   - ❖ Success! window displays
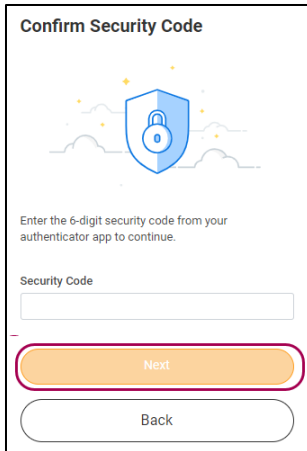
10. Click **Done**.
11. Click **Finish**.
    - ❖ Authentication for both SMS and Authenticator App are now complete.
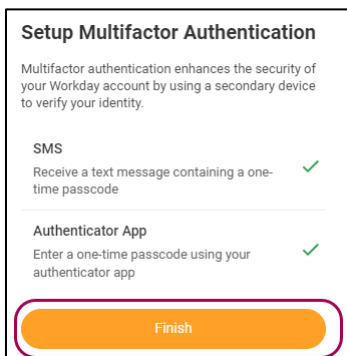
Get Help

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