Workday Login Using Multi-Factor Authentication (MFA)

Workday Reference

Welcome to the Family of Companies! As part of our commitment to ensuring the security of our systems and your personal information, we require all new employees prior to their first to use Multi-Factor Authentication (MFA) when logging into Workday. This additional layer of security helps protect your account from unauthorized access. Please follow the steps below to ensure you can successfully access the system.

1. Download Microsoft Authenticator to your Android and Apple phone, if you don't have it downloaded already.



2. Go to Workday. (Link also provided in your Welcome to Workday email.

3. Click the "Pre-Hire" option



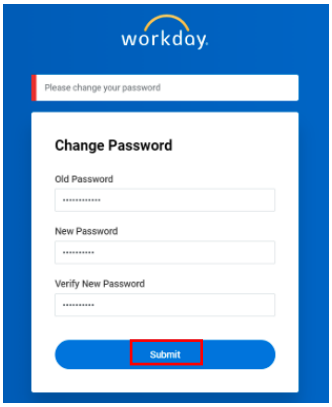
4. Type in the Username and Password you received in your Welcome to Workday email, and click **Sign In**.



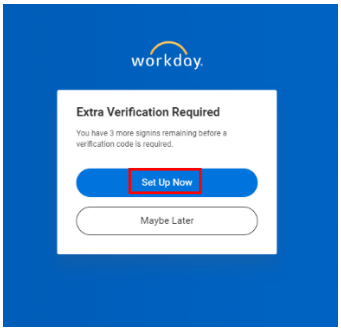
5. You will be prompted to change your password and click **Submit**. Your new password must include:

    a. 8 or more characters

b. At least one number
c. At least one special character (%$@!)
d. An uppercase and lowercase letter



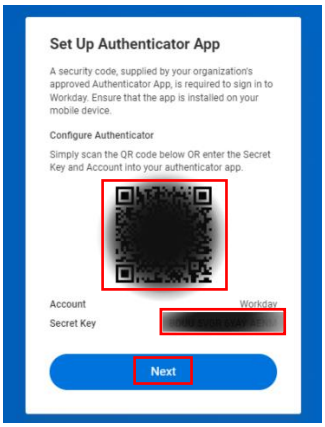
6. Once you've created your new password, you will need to add the Workday account to your Multi-Factor Authentication App**.** In Workday, click **Set Up Now**



7. To set up your authenticator app, open the app on your phone and look for an option or button to scan a QR Code. (image is login page for first time users)

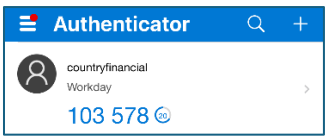


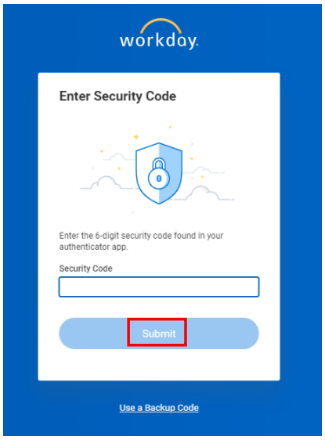
8. You can scan the QR code provided on the Workday screen with the Authenticator app on your phone; OR enter the “secret key” shown below the QR code into your authenticator app. Then click Next.



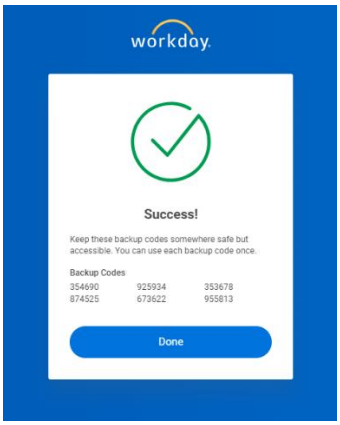
9. The next screen from Workday will be called **Enter Security Code.** You will need to enter the 6 digit code from your Authenticator App click **Submit**.

   Note: The code resets every 30 seconds. If you do not use the code within 30 seconds, it will generate a new one for you to use.





10. If entered correctly, you will be met with a success screen. Click **Done** and you’ll now have access to Workday!



11. Whenever you log into Workday going forward, until your first day, you will need your phone and Authenticator App to confirm your identity when logging in.