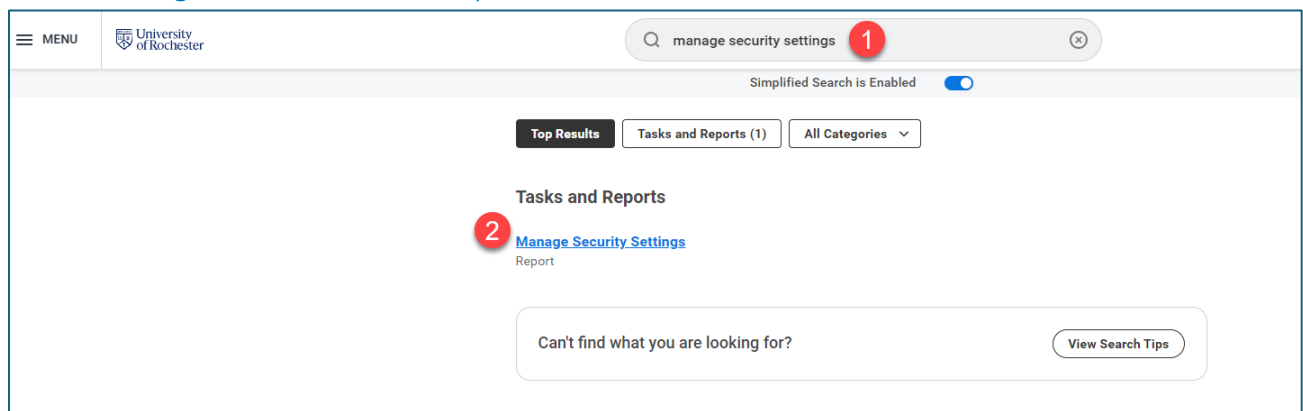


## *I did not set up an authenticator app when I established my email authentication. How do I set up an authenticator app after-the-fact?*

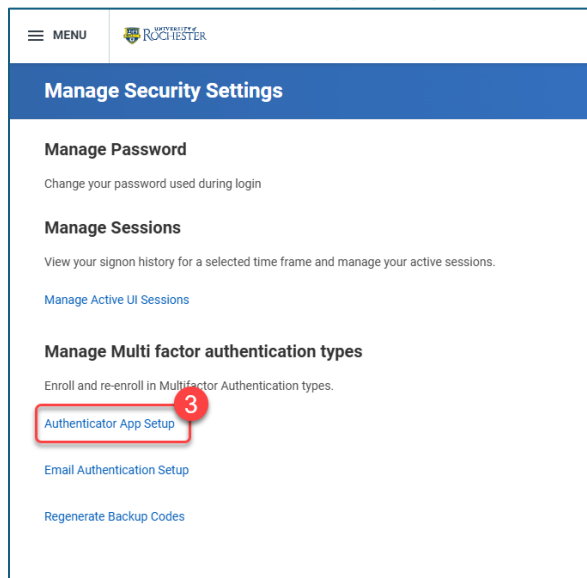
Ensure that you have an authenticator app downloaded to your device. If you do not, please refer to the **Authenticator App Setup** area of the **Complete the steps in email to activate your access to your student's account (first time only)** section of the website for details, then follow these steps below or continue the steps under the **Authenticator App Setup** area.

Log in to your Workday Account using the Email Authentication method as described in **Login to UR Student to view your student's account** section, then:

1. In the global search bar, type *Maintain Security Settings*.
2. Click on the **Manage Security Settings** link provided in the search results. HINT: If the search does not return the pictured result, toggle off the “Simplified Search is Enable Button” just under the Search Bar (the default setting is for it to be turned on).



3. Click the “Authenticator App Setup” link under *Manage Multi factor authentication types*.



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- ## 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 App

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

6



Auth Secret Key

YAB2CJ4XDF7YJ8H

Account

Workday

### Confirm Security Code

Enter the 6-digit security code from your authenticator app to continue.

8

7

Security Code

OK

Cancel

9. Save your Backup Codes in a safe place by clicking either the Excel or PDF download icon and then save in a secure folder on your computer. These codes can be used as a backup in the event you do not have your device on hand to use your Authenticator App. They can only be used once each.

10. Click “Done.” (Note that if you set up email authentication first, you will have two options for authentication the next time you sign on.)