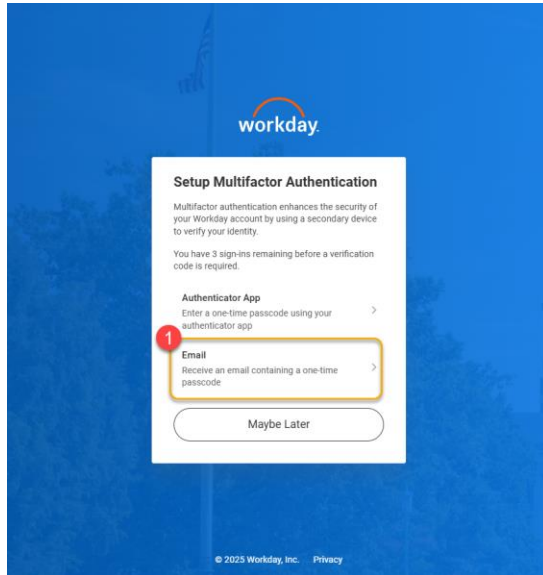


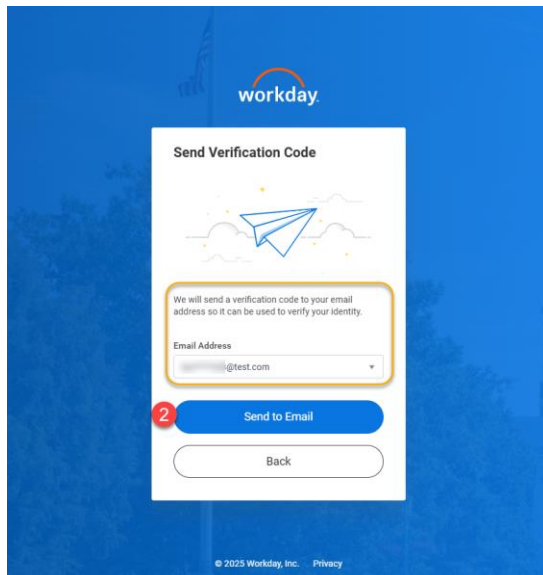
How to Set Up Multifactor Authentication

Email Authentication Setup

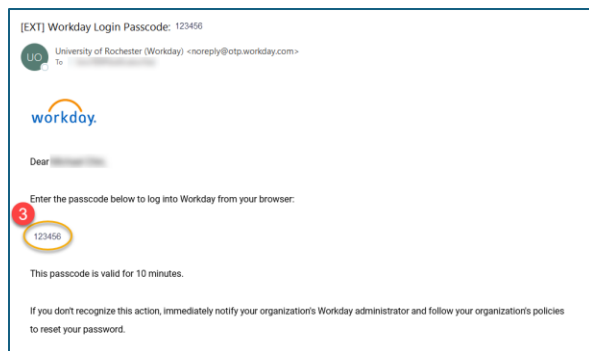
1. After your initial login, click “Email” to receive a one-time passcode thereby setting up your ability to authenticate via the email address associated with your Third Party Workday account.



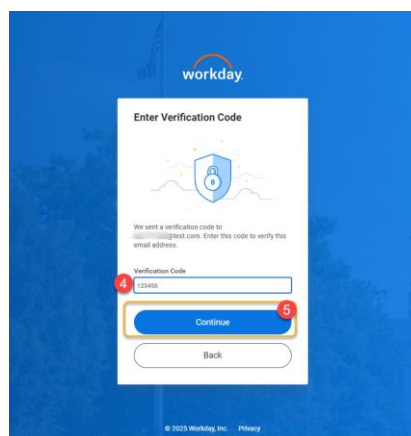
2. Confirm the email address to which the verification code will be sent, then click “Send to email.”



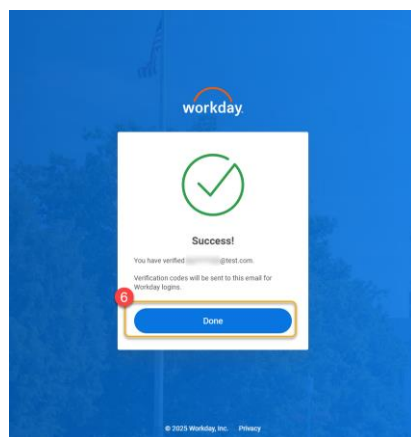
3. Check your email for a one-time passcode.



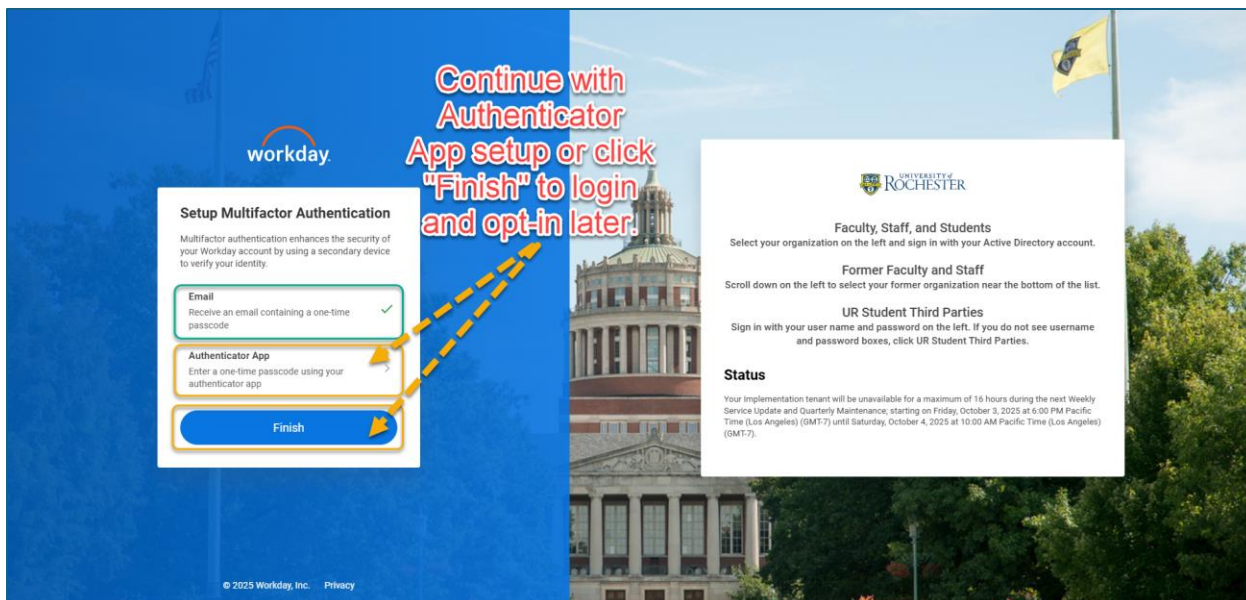
4. Enter the one-time passcode/verification code from your email into the field provided on the Workday login screen.
5. Click “Continue.” You should be redirected to a “Success!” screen.
 - a. If you enter the passcode incorrectly, you will receive an error message and should try again.



6. Click “Done.”



You will receive a check mark next to the “Email” authentication option. You can then choose to opt-in to the Authenticator App method next or click “Finish” to opt-in later (See *Setting Up an Authenticator App After First Login* if you choose to set up the authenticator app later).



Authenticator App Setup

If you select to authenticate using an Authenticator App and you do not already have an authenticator application on your device, follow these steps:

1. Go to your App Store (for Apple iOS devices), Google Play Store (for Android devices), or other relevant application store already installed on your device.
2. Search for “authenticator app” in the search feature.
3. Read through the “About this app” sections of those in which you’re interested, including the “Data safety” area.
4. Download the application of your choice.
5. Once your application is downloaded, open the app and follow the prompts to get started.