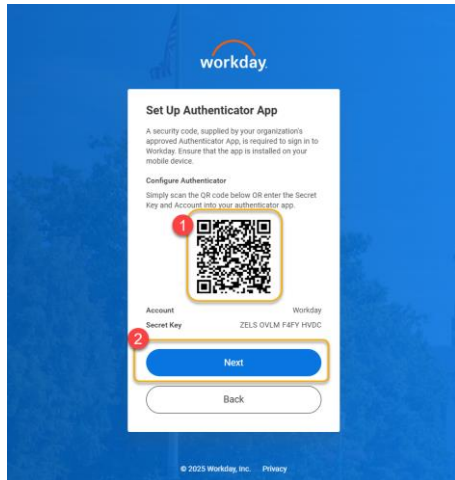


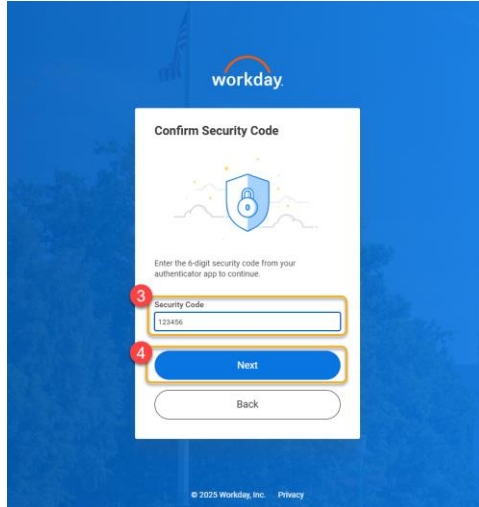
Logging in for the First Time with an Authenticator App

Once your application is setup, click the “Authenticator App” button on the Workday login page to begin using your app.

1. Using your authenticator app, scan the QR Code provided on the Workday login page.
2. Click “Next” on the Workday login screen.

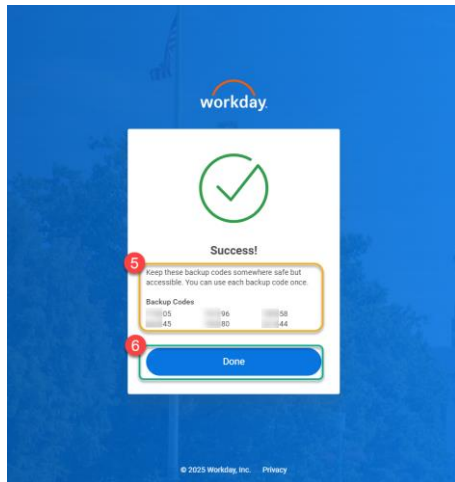


3. Enter the 6-digit code provided by your authenticator app on the Workday login screen (Note: Codes are generally valid for 30 seconds and will automatically refresh).
4. Click “Next”

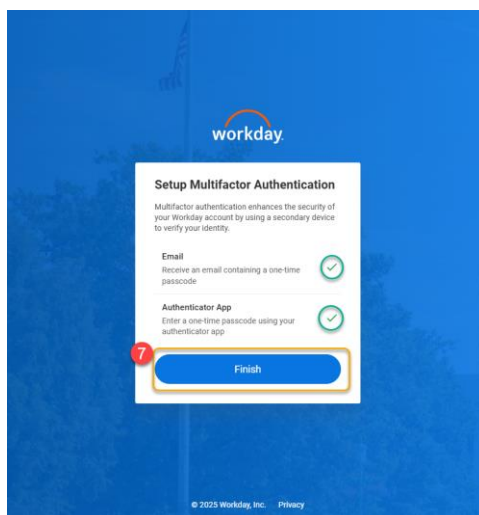


5. Workday will display a set of six (6) backup codes (your first time only). Save these codes someplace safe yet accessible to use as a backup should you misplace your device or not have your device nearby when you need to log in. Note: Each backup code can be used only once.

6. Click “Done.”

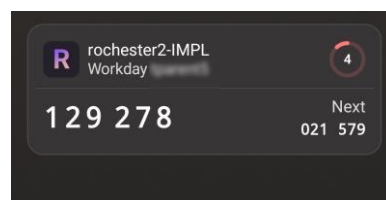
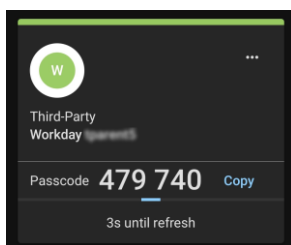


7. Click “Finish” if you have already set up multifactor authentication through email or click “Email” to begin the email setup process and follow the instructions under the *Email Authentication Setup*. Note: If you have already set up both multifactor authentication methods, each will have a green checkmark beside the method.

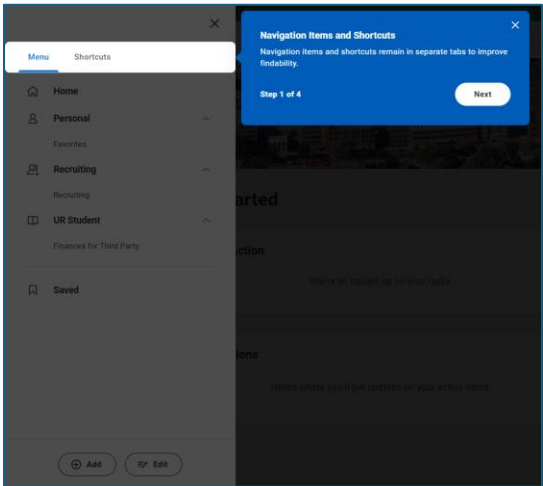
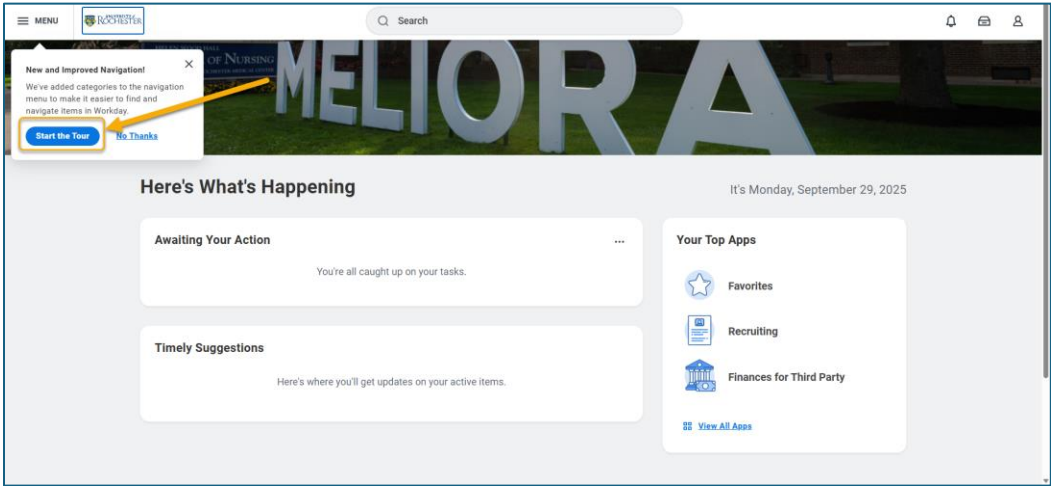


Examples of Authenticator Application Passcode Displays

Your authenticator application screen may look different from these examples but will display a six-digit code to use for verifying your identity.



The first time you log in, you will be given an opportunity to “**Start the Tour**” with Workday to introduce you to navigating in the system.



When successfully logged in, you will see your home screen. The **Finances for Third Party** worklet appears under **Your Top Apps**. This worklet will help you navigate the system successfully!

