

Multifactor Authentication

After you change your password, you are prompted to set up multifactor authentication. Multifactor authentication is a tool that enhances the security of your Workday account by utilizing a secondary device/method to verify your identity using a one-time passcode each time you login. Workday offers two ways to authenticate your account:

- Authenticator App
 - An application used on a mobile device that provides a secure and easy identity verification method which generates a time-based one-time passcode you enter alongside your login credentials to access your account.
 - It requires a smart device capable of downloading applications and scanning QR codes.
 - The one-time passcode typically expires within 30 seconds of being generated and will refresh with a new passcode every 30 seconds thereafter.
 - This option also provides you with up to six (6) backup codes which can be saved in the event you no longer have access to the device with your authenticator app.
 - Each backup code can be used only once, so you will need to set up a new multifactor authentication configuration once a new device is available and/or the backup codes are exhausted.
- Email
 - An alternative means of receiving a time-based one-time passcode that is sent to the email address associated with your Workday account.
 - This one-time passcode typically expires within 10 minutes of being generated and you will need to restart the login process should it expire before you use it.

What should I choose?

Choosing an authentication method is entirely up to you. Workday provides flexibility to set up one or both multifactor authentication methods at once. Should you decide to opt-in to email authentication first, you can opt-in to the Authenticator App immediately after or wait until later (See *Setting Up an Authenticator App After First Login* under the *Login to UR Student to view your student's account* section). However, should you only select the Authenticator App option, you will be unable to opt-in to the email authentication later without a multifactor authentication reset which requires your student's help.

Workday will allow you to bypass the multifactor authentication step for up to three (3) logins. After three logins, you will be required to set up either an authentication application, an email authentication, or both for your multifactor authentication before you can access your Third Party account.

