

# 4

## Set up Workday Pre-start Access

**Overview:** You will be required to set up your Workday pre-start account as well as two factor authentication to access Workday.

- **Be prepared!** Start by downloading Okta Verify Authentication App from the AppStore (iOS devices) or Google Play Store (Android devices) on your mobile device.

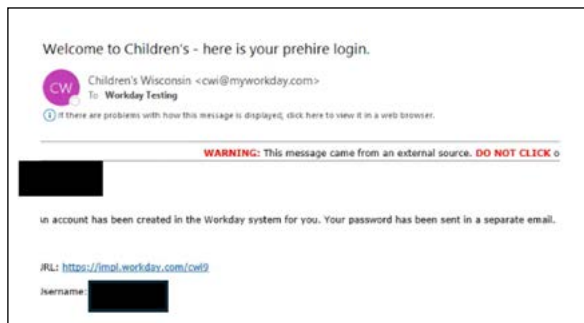
iOS AppStore:



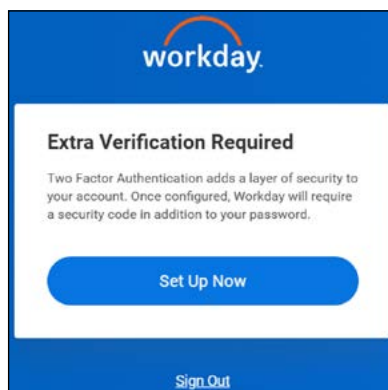
Google Play Store:



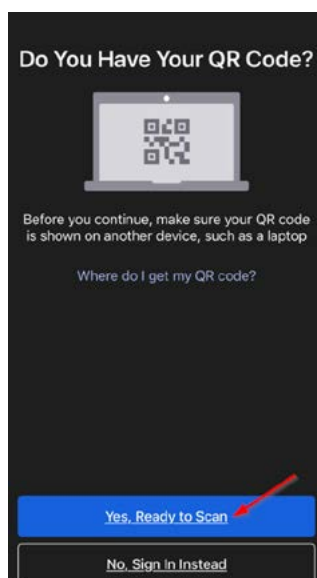
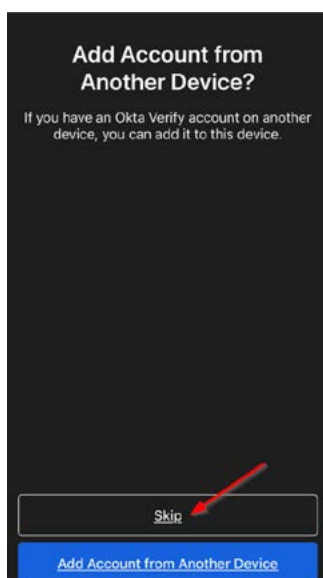
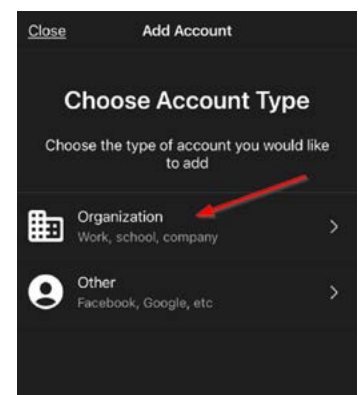
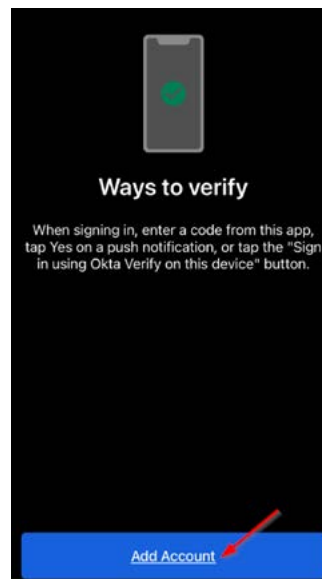
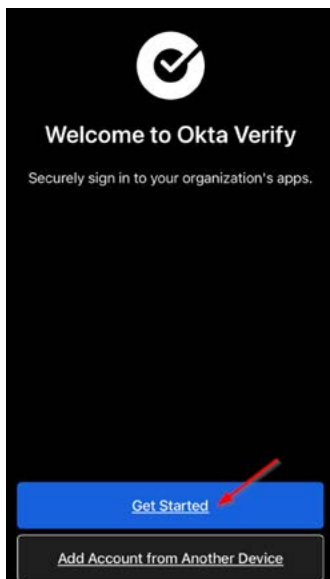
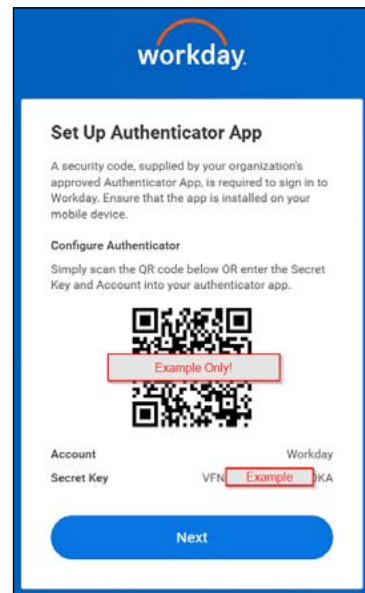
- **Instructions:** Up to forty-five days prior to your start date, you will receive two different emails regarding pre-start access to Workday; one email will include your Workday username, and the second will include your temporary Workday password.



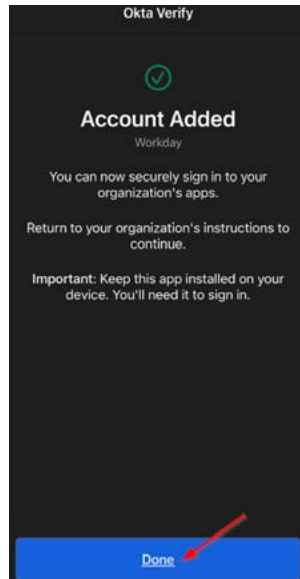
1. Click on the URL link to open Workday.
2. Enter your username and temporary password.
3. After signing in for the first time, you will be prompted to change your password.
4. After changing your password, click on **Set Up Now** to set up your two-factor authentication.



5. You will land on this screen. Keep it open and ready for the next step. (If you lose this QR code, you can re-enter the username and password to sign in and it will re-appear.)
6. Open your Okta verify app. Tap **Get Started > Next > Add Account > Organization > Skip > Yes, Ready to Scan >** Scan the QR code that is displayed. If your device does not have a camera, choose "Other" instead of "Organization" > Enter Key Manually > Enter "cwi" for Account Name and enter the Secret Key from the last step.



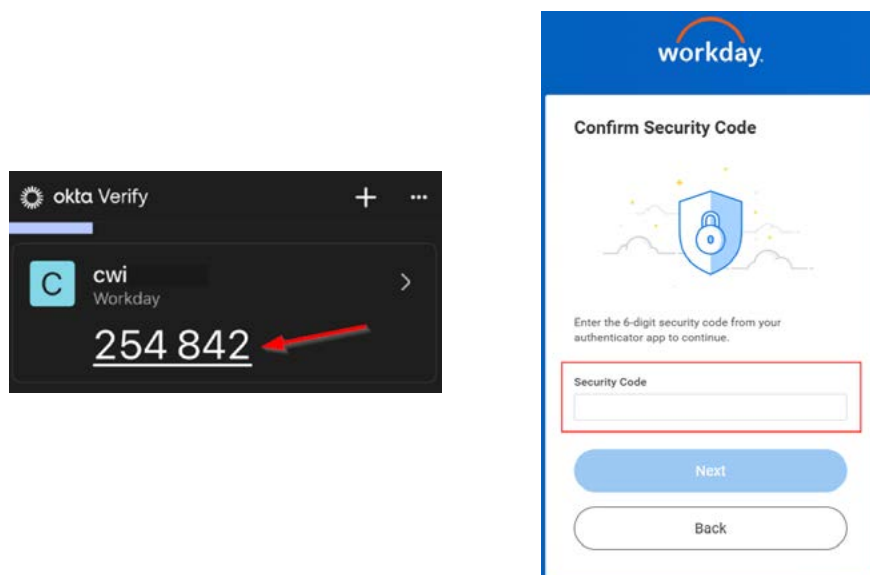
7. Scan your QR code from step 3 or enter the key manually. If you cannot turn on camera to scan the QR code, choose “Other” instead of “Organization” on the “Choose Account Type” to enter the Secret Key manually.
8. After you scan the QR code, you will land on the Account Added page. Tap **Done**.



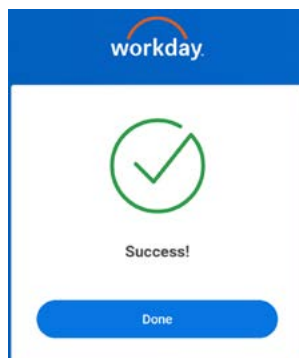
9. Back on the Workday page, click **Next**.



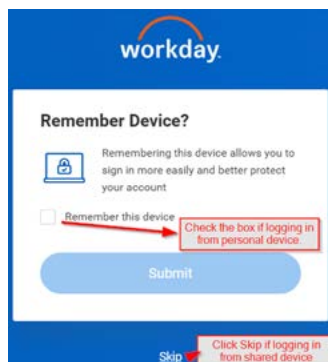
10. Enter the six-digit code in the Okta Verify app as the **Security Code** to sign in to Workday.  
*Note: This code changes every 30 seconds.*



11. Click **Done** on the Success prompt.



12. If you are signing in on a personal device, check the **Remember this device** box > then click Submit. If you are signing in on a shared device, click **Skip**.



After completing this onboarding process, you will no longer need the Okta Verify app for accessing Workday.