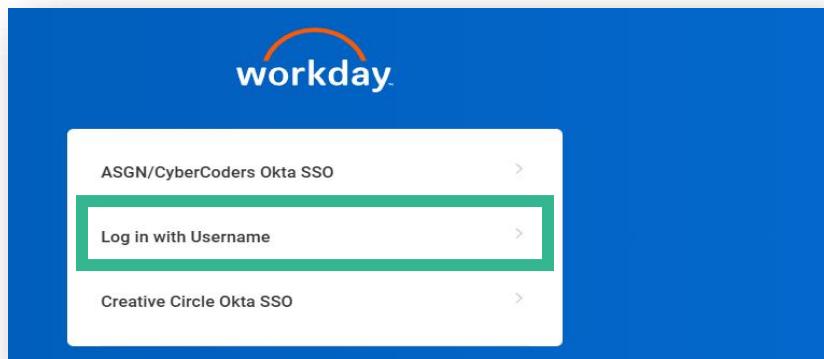


Getting Started: Logging into Workday

Step 1: Go to <https://wd501.myworkday.com/wday/authgwy/asgn/login.htmld>.

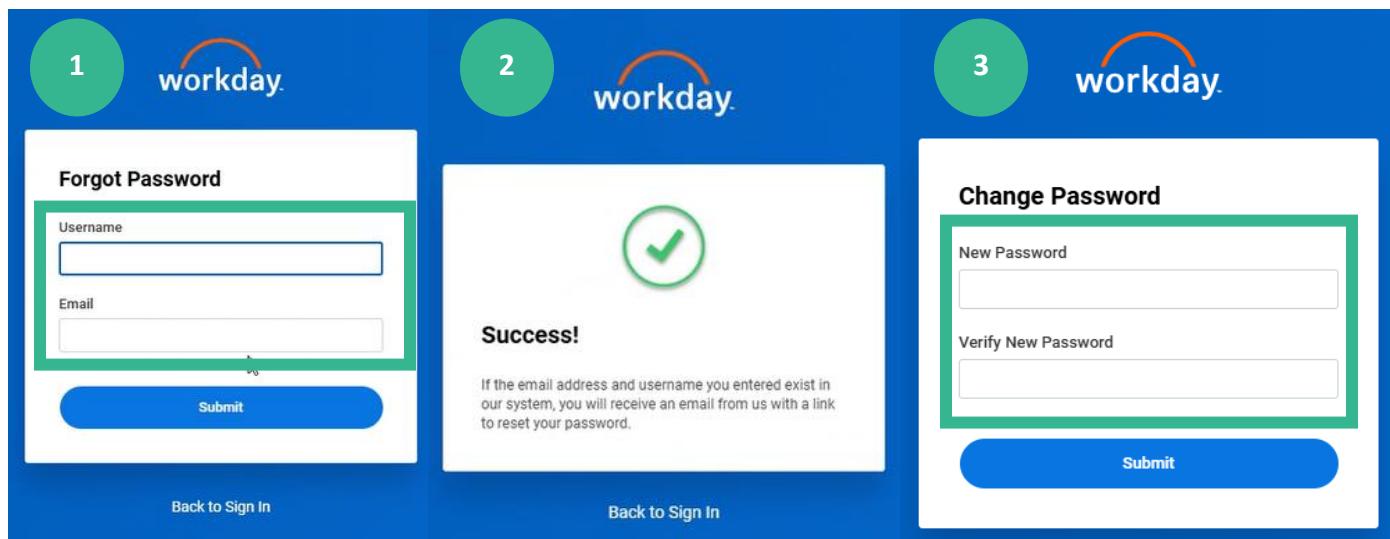
NOTE: This is a unique URL for our organization, separate from those of all other Workday customers.

Step 2: Click **Log in with Username**. **Do not** click any of the Okta SSO options.



Step 3: Enter your email address and the password you received via email.

Step 3b: If you can't find your password in your email, click 'Forgot Password' and enter your email address into both the Username and Email fields. You will receive an email with a link to reset your password.



1. **Forgot Password**
Username
Email
Submit

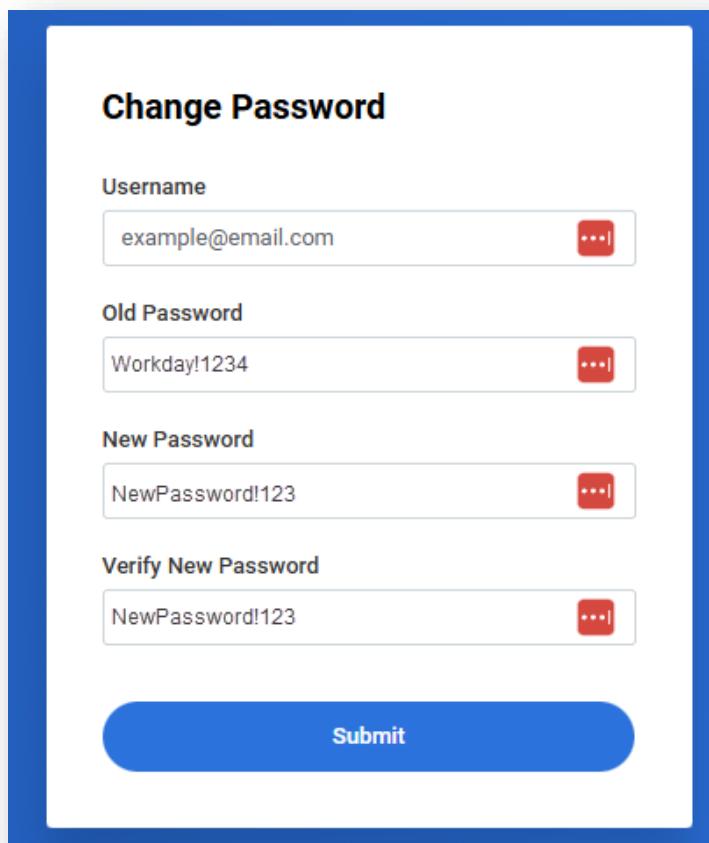
2. **Success!**
If the email address and username you entered exist in our system, you will receive an email from us with a link to reset your password.

3. **Change Password**
New Password
Verify New Password
Submit

NOTE: If you don't receive that password reset email, try any other email addresses we may have on file for you. If you still can't receive a password reset email, please contact ITSupport@asgn.com and copy your account executive or recruiter.

Step 4: The first time you log in, you will be prompted to **change your password**. This is expected.

- **Old Password:** Temporary password you received via email
- **New Password Requirements:** 8 characters or more, at least one uppercase letter, at least one lowercase letter, at least one number, at least one special character (! @ # \$ & *, etc.)



The screenshot shows a 'Change Password' form with a blue header and a white body. The body contains four input fields: 'Username' (example@email.com), 'Old Password' (Workday!1234), 'New Password' (NewPassword!123), and 'Verify New Password' (NewPassword!123). Each input field has a red '...' button to its right. Below the fields is a large blue 'Submit' button.

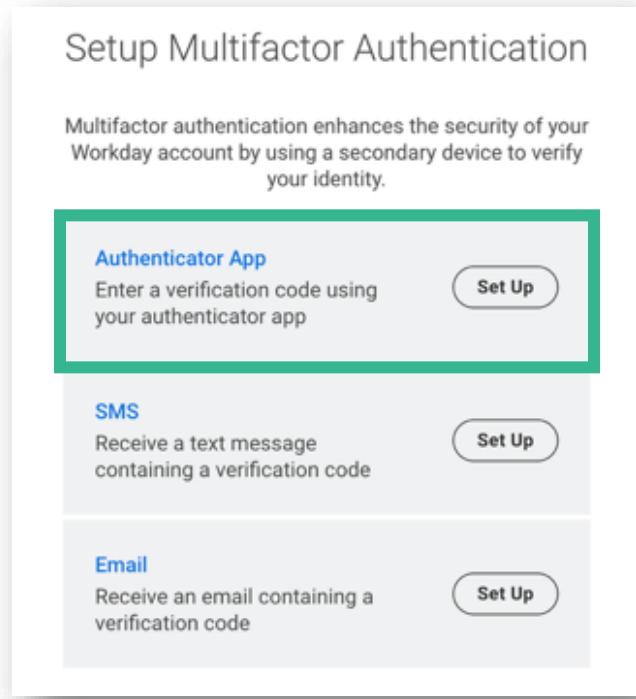
Change Password	
Username	example@email.com
Old Password	Workday!1234
New Password	NewPassword!123
Verify New Password	NewPassword!123
Submit	

Step 5: You will be prompted to set up **multifactor authentication**. You have **three options** for authentication. Please review each option and select the one to implement.

NOTE: If you already have the Authenticator App but want to shift to SMS or email, please contact ITSupport@asgn.com and CC your AE or Recruiter (if known) to update your profile.

Option 1: Use the Okta Verify Authenticator App

- **1:** Download the **Okta Verify** Authenticator App on your smart device.
 - Log in to Workday using your username and password.
 - At the prompt below, click on “**Set Up**” for **Authenticator App**.



- Workday will display a QR Code. Pause here and pick up your smart device.



- Open the **Okta Verify app** on your phone and click on the "+" sign in the top right corner.
 - Choose "**Organization**" as Account Type
 - *Add Account from another device?* Choose "**Skip.**"
 - *Do you have a QR code?* Choose "**Yes, Ready to Scan.**"
- Scan the **QR Code** displayed on the Workday page on your computer
 - The app will generate a 6-digit one-time passcode.
 - The 6-digit code will *refresh every 30 seconds*, so please enter the numbers before the timer resets.
 - Enter that code into Workday to complete the setup.

Option 2: Use SMS text messaging.

- Log in to Workday using your username and password.
- At the prompt below, click "**Set Up**" for **SMS**.

Setup Multifactor Authentication

Multifactor authentication enhances the security of your Workday account by using a secondary device to verify your identity.

Authenticator App

Enter a verification code using your authenticator app

[Set Up](#)

SMS

Receive a text message containing a verification code

[Set Up](#)

Email

Receive an email containing a verification code

[Set Up](#)

- Workday will confirm your phone number. If correct, click “**Select**.”



Enroll for MFA with phone

We will send a verification code to your phone so it can be used to verify your identity.

Please select phone to use for MFA

Canada (+1)

+1*****4504

[Select](#)

[Back](#)

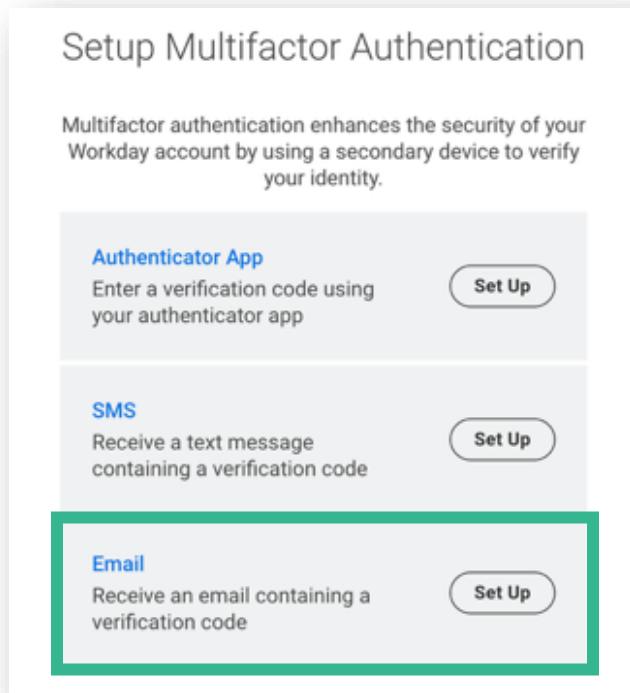


NOTE: If the phone number listed is incorrect or if you received a message “Unable to enroll in SMS MFA,” please contact ITSupport@asgn.com (and copy your account executive or recruiter) to update your home phone number in Workday.

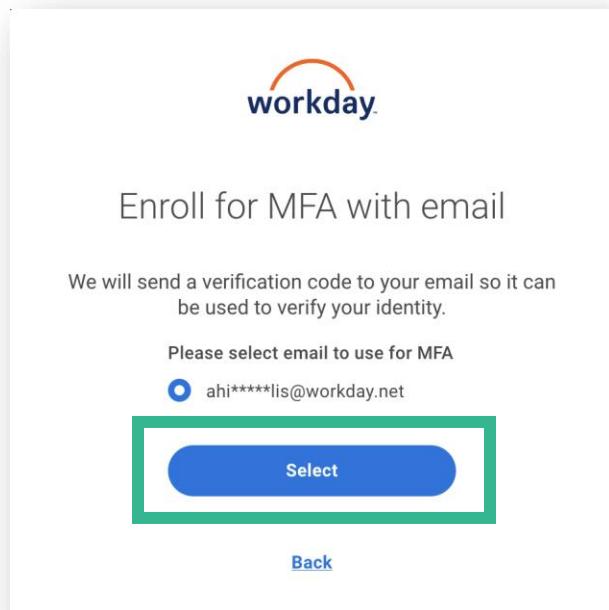
- A 6-digit one-time passcode will arrive via text message.
 - The 6-digit code will be valid for 3 minutes, so please enter the numbers promptly once you receive them.
 - Enter that code into Workday to complete the setup.

Option 3: Use email.

- Log in to Workday using your username and password.
- At the prompt below, click on “**Set Up**” for **Email**.



- Workday will confirm your email address. If correct, click “**Select**.”



The screenshot shows a Workday MFA setup page. At the top is the Workday logo. Below it, the heading "Enroll for MFA with email" is displayed. A text block states: "We will send a verification code to your email so it can be used to verify your identity." Below this, a message says "Please select email to use for MFA" followed by a radio button and the email address "ahi*****lis@workday.net". A large green rectangular box surrounds a blue "Select" button. At the bottom of the page is a "Back" link.

NOTE: If the email address listed is incorrect, please email ITSupport@asgn.com (and copy your account executive or recruiter) to update your Workday profile.

- A 6-digit one-time passcode will arrive via text message.
 - The 6-digit code will be valid for 3 minutes, so please enter the numbers promptly once you receive them.
 - Enter that code into Workday to complete the setup.

Once these steps are completed, you will use the chosen authentication (app, SMS or email) to generate a code each time you log into Workday.

