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. <u>Do not</u>** click any of the Okta SSO options.
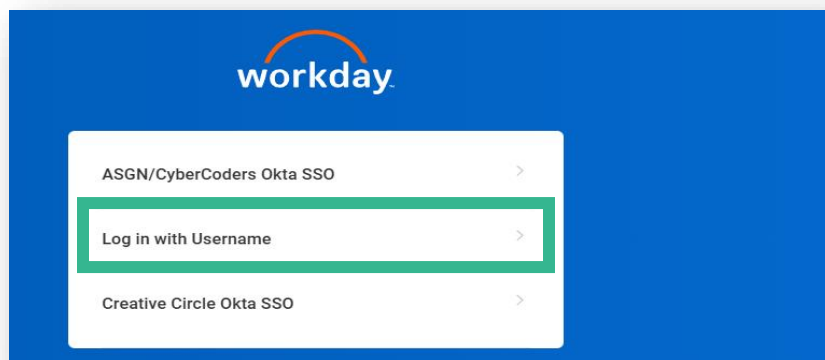
Step 3: Enter your email address and the password you received via email.
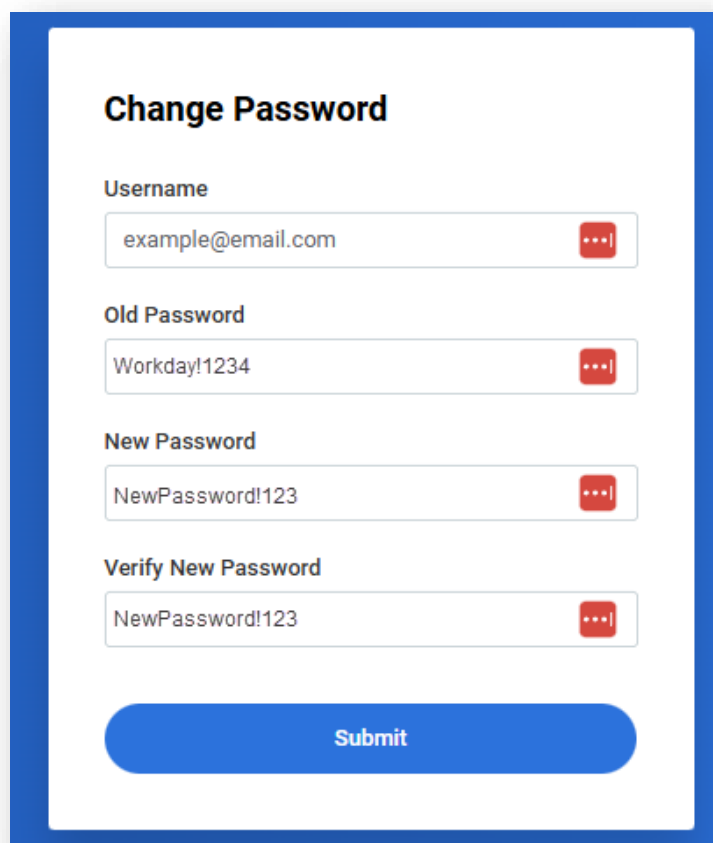
Step 3b: If you can't find your password in your email, click 'Forgot Password' and enter your email address into both the Username and Email fields. You will receive an email with a link to reset your password.

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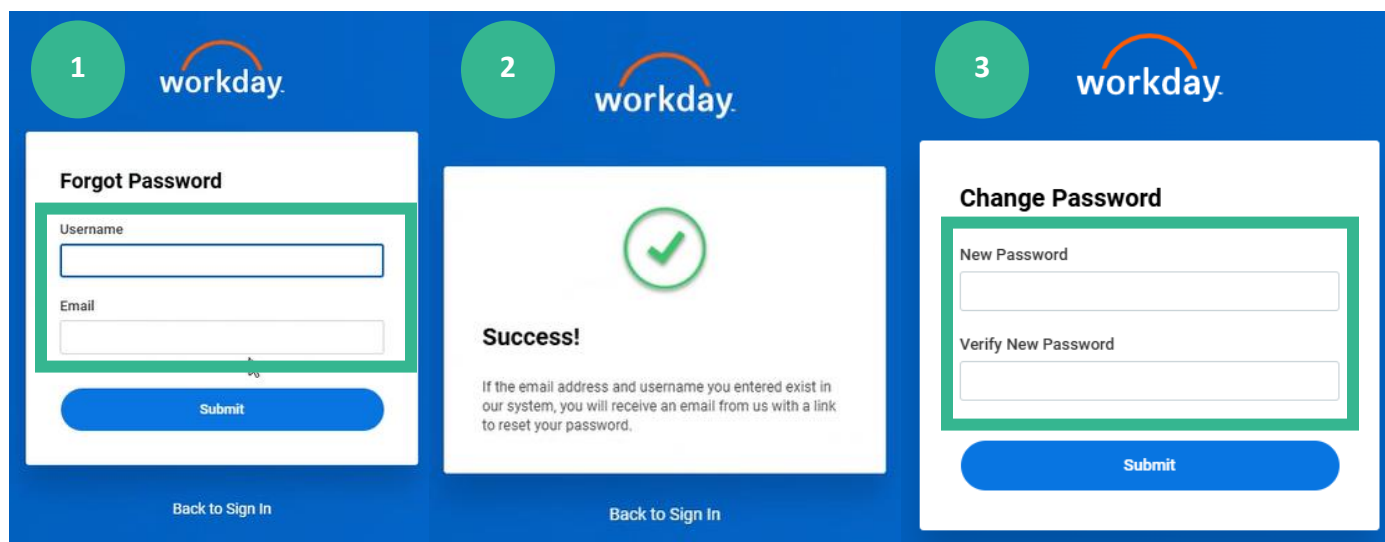
NOTE: If you don't receive that password reset email, try any other email addresses we may have on file for you. If you still can't receive a password reset email, please contact ITSupport@asgn.com and copy your account executive or recruiter.

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.)

Change Password

Username

example@email.com

Old Password

Workday!1234

New Password

NewPassword!123

Verify New Password

NewPassword!123

Submit

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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

- o **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.**
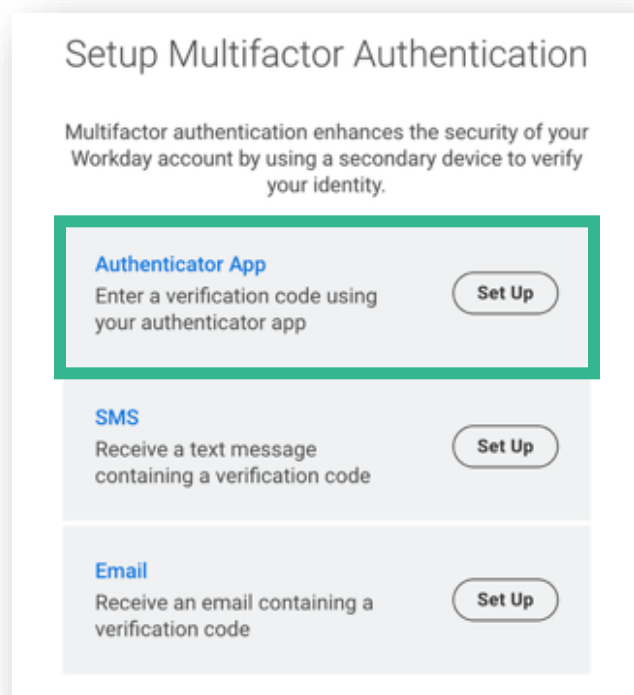
- Workday will display a QR Code. Pause here and pick up your smart device.
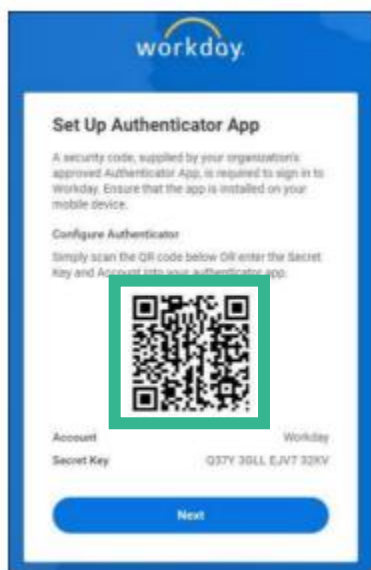
- Open the **Okta Verify app** on your phone and click on the **"+"** sign in the top right corner.
    - Choose **"Organization"** as Account Type
        - *Add Account from another device?* Choose **"Skip."**
        - *Do you have a QR code?* Choose **"Yes, Ready to Scan."**

- 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**.

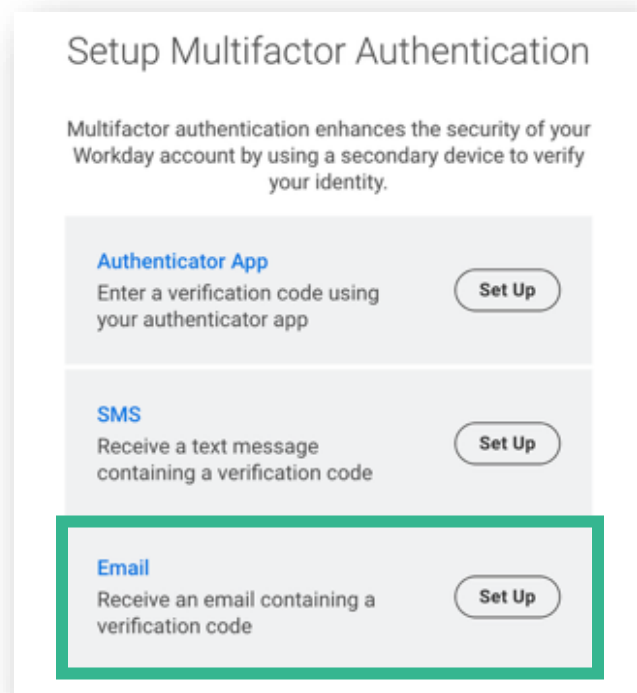- Workday will confirm your phone number. If correct, click **"Select."**

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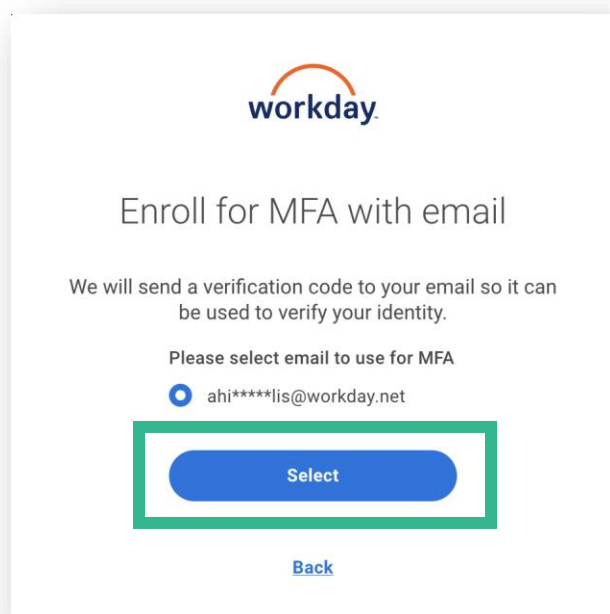
- A 6-digit one-time passcode will arrive via text message.
  - The 6-digit code will be valid for 3 minutes, so please enter the numbers promptly once you receive them.
  - Enter that code into Workday to complete the setup.

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."**

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.

Updated January 2026