

Workday with Multi Factor Authentication

Follow these instructions to access Workday with Multi Factor Authentication. You will need to install an 'Authenticator' app on your mobile, if you don't have one yet.

Step 1:

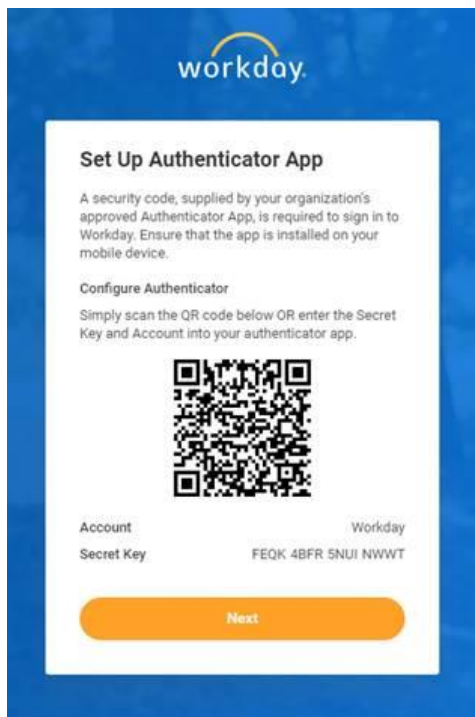
Use the following URL to launch Workday

<https://wd10.myworkday.com/bcassessment/login.html?redirect=n>

Step 2:

Authenticator App Prompt

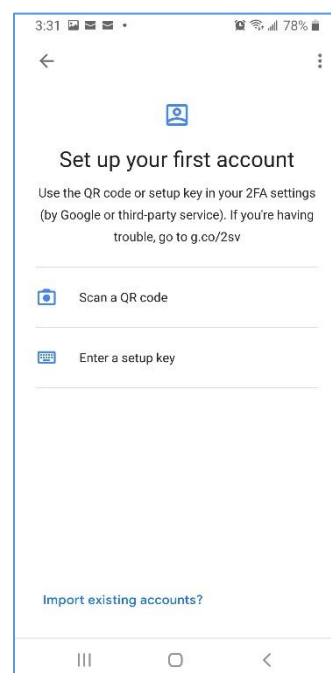
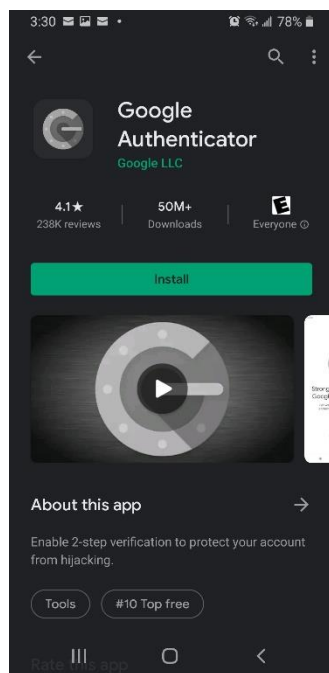
If this is the first time you are logging in, you will be prompted to set-up the Authenticator App as shown below. Leave the QR Code on your computer screen for now. The next step will be on your mobile device.



Step 3:

Install the Authenticator App

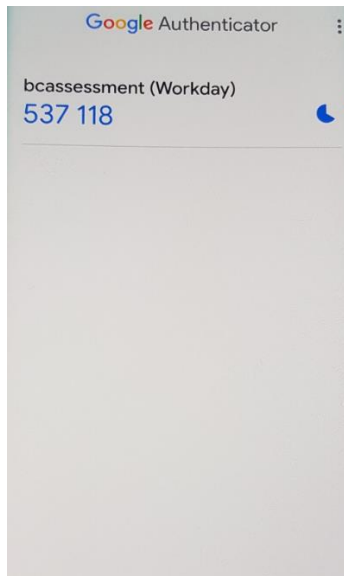
Grab your mobile device. Search and install an authenticator app (ex. Google Authenticator, Microsoft Authenticator, etc.). Launch the app then step thru the instructions to get to the screen asking you to set up a new account. Select 'Scan QR Code' then point your mobile camera to the QR code showing on Workday from Step 2.



Once the scan is successful, the Authenticator app will start flashing a six digit security code. You'll need to remember the current code so you can input this on the security code field on Workday on your desktop.



BC ASSESSMENT



30 Second
Timer

Note that the code changes every 30 seconds. This means that you need to remember, input and submit the current code within 30 seconds of it appearing. Otherwise, you'll be repeating the process until you get Workday on your laptop and the Authenticator app on your mobile device, successfully linked. Once linked, you may proceed to the next step to install the Workday App on your device.

Step 4:

You are good to go. The next time you log into Workday, you will be asked for a code from the Authenticator App.

Step 5:

If this is the first time you are logging in you may also be prompted to change your password.