

workday® HOW TO GUIDE

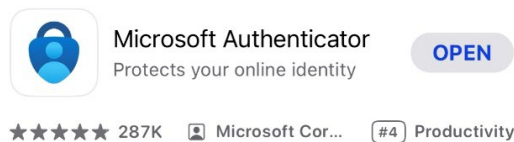
How to use MS Authenticator and Workday Mobile App

Part 1: Setting up MS Authenticator for Workday

First Time Setup

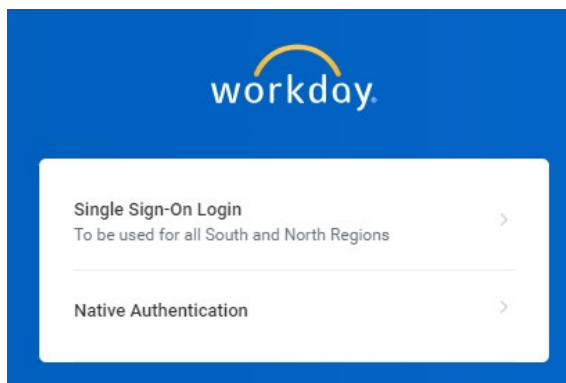
Requirements

- You need to be outside of the NorthShore – Edward-Elmhurst Health network, e.g. at home and not connected via Citrix or a VPN.
- You must have access to two separate screens: (1) a desktop, laptop or tablet and (2) your mobile device.
- Download the **Microsoft Authenticator** app from your mobile device's app store.



Steps

1. From a **PC or Mac** (not your mobile device), go to the **Workday login screen** (<https://www.myworkday.com/wday/authgwy/nshs/login.html>).
2. Click **Single Sign-On Login**.



3. **Enter your username and password as follows:**
NorthShore or Swedish: **enhnet\username**
Northwest Community Health: **nch\username**
Edward-Elmhurst Health: **eehealth\username**
Note: Your username and password are the same as your network logon.

4. You will be prompted to **set up Extra Verification**, which requires the Microsoft Authenticator app. Click **Set Up Now**.

5. Workday will provide you with a **unique QR code and secret key** to set up your Microsoft Authenticator account.

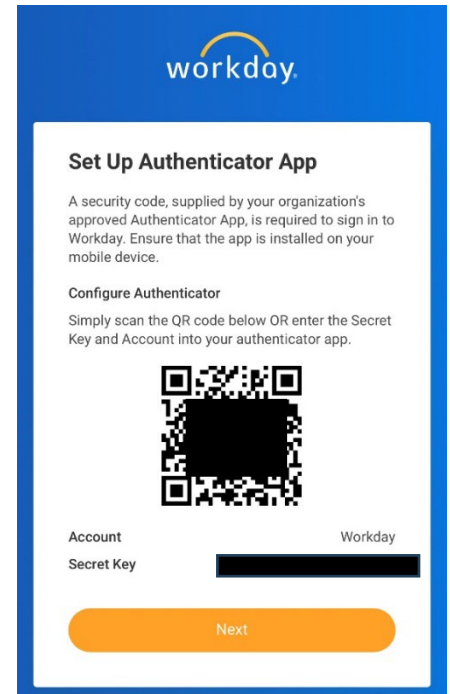
The QR code image to the right is an example, do not scan it.

Note: if you do not complete the Authenticator setup within a couple minutes of the code being generated, you will need to restart the process.

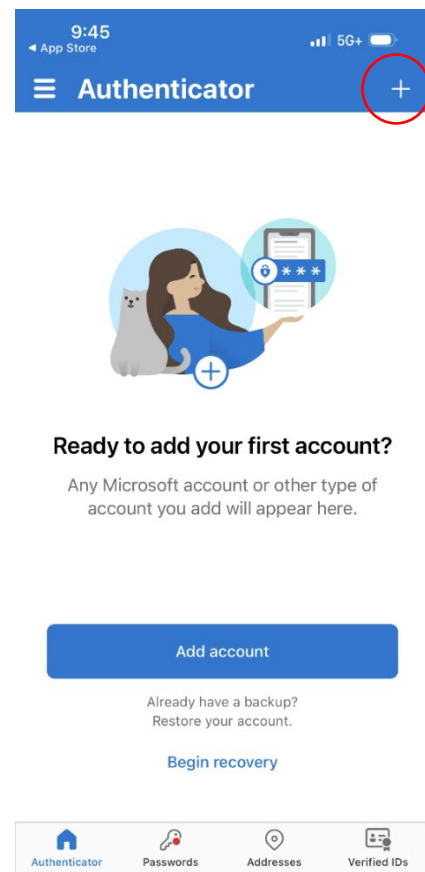
6. On your mobile device, open the **Microsoft Authenticator app**.

If you previously used Microsoft Authenticator, click the **+** in the upper right side of the screen and bypass step 7.

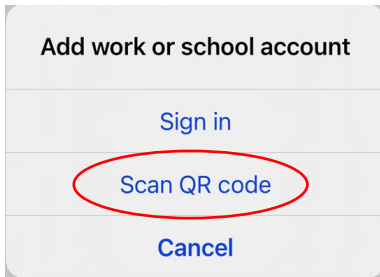
7. *First time Microsoft Authenticator users:* if you are prompted to sign in with Microsoft or create a Microsoft Account, click **Skip** in the upper right hand side of the screen.



If you see the second screen shown below, click the **+** in the upper right-hand side.



- When prompted to choose what kind of account you are adding, select **Work or school account**.
- Then click **Scan QR Code**.



- Microsoft Authenticator will ask to **access to your camera**. Click OK.
- Scan the QR code that is on your desktop, laptop or tablet** with the Workday screen displaying the QR code from step 5.

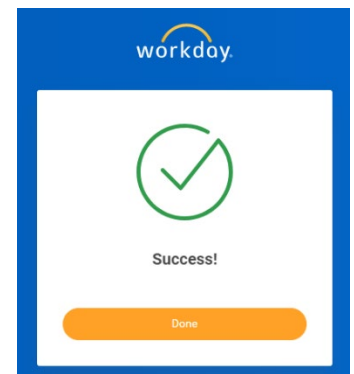
Alternately, select "**Or enter code manually**" and use the secret key from step 5.

- Click **Next**.
- Microsoft Authenticator will create an account called NSHS and generate a single use code** that will be needed for accessing Workday from a mobile device or from a desktop, laptop or tablet outside the NS-EEH network.

The numbers below are examples for illustration purposes only.



- Enter the security code** from the authenticator app, then click **Next**. You should see a "**Success!**" message. Click **Done**.
- If you continue to receive error messages while attempting to login, please delete the Microsoft Authenticator app from your mobile device, and re-start from step 1.

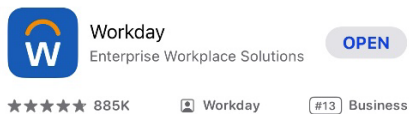


Part 2: Setting up the Workday Mobile App

First Time Setup

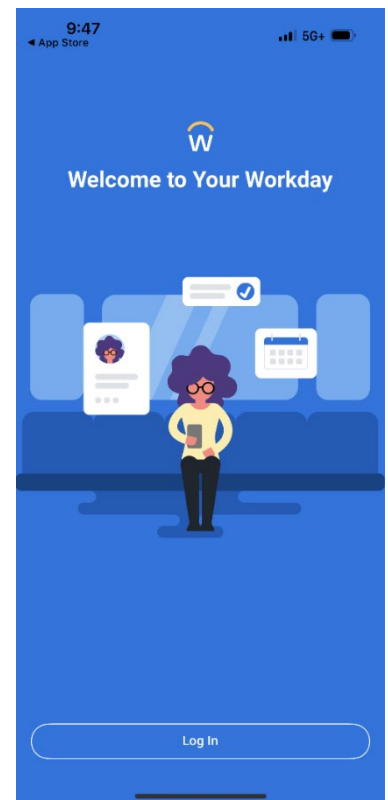
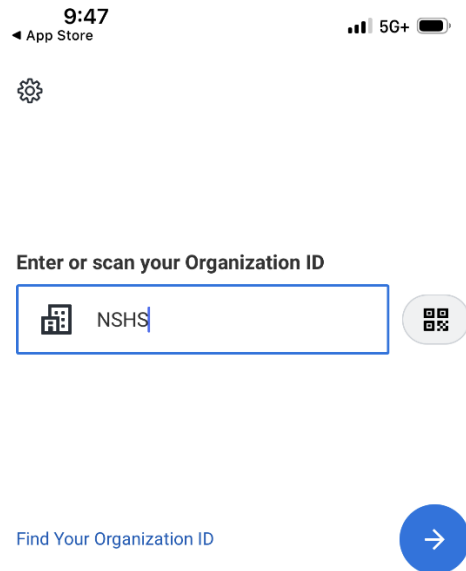
Requirements

- You will need to have set up the Microsoft Authenticator with an account called **NSHS** using the instructions on the previous pages.
- Download the **Workday** app on your mobile device or tablet from your device's app store.



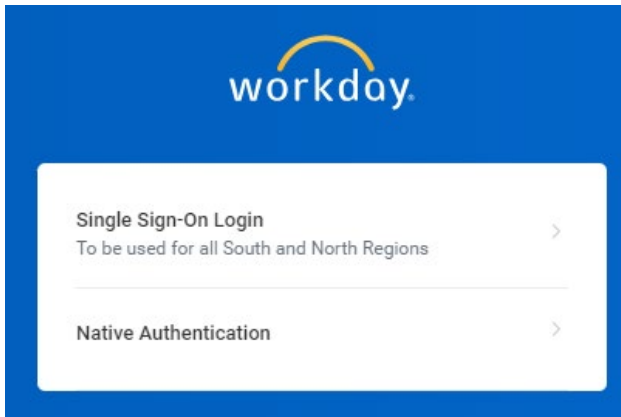
Steps

1. On your mobile device, launch the **Workday app** and tap **Log In**.
2. Workday will ask for your **Organization ID**. Enter **NSHS** then click the blue right arrow.



3. **Apple users only:** The app will ask to use "myworkday.com" to sign in. Tap **Continue**.

4. Sign in to the NorthShore/EEH network. Click **Single Sign-On Login**.



5. Enter your **username** and **password** as follows:

NorthShore or Swedish: **enhnet\username**
Northwest Community Health: **nch\username**
Edward-Elmhurst Health: **eehealth\username**

Note: Your username and password are the same as your network logon.

If prompted to save your password, DO NOT save it.

6. Workday will ask for the **6-digit Security Code** from the NSHS account **on the Microsoft Authenticator App**.
7. Open Microsoft Authenticator and tap on the **NSHS account to generate the six-digit code**. Make a note of it.
8. Return to the **Workday** app, **enter the code**, and click **Submit**.
9. Depending on your device, the Workday app may ask you to set up Face ID, Biometrics, Thumbprint, or create a PIN. Once you have set up Face ID, Thumbprint or PIN, the Workday app will no longer prompt you at launch to enter the Microsoft Authenticator code.

