

# SETUP MULTI-FACTOR AUTHENTICATION (MFA)

**Purpose:** This guide outlines the steps on how to set up multi-factor authentication for Workday using a mobile device. The steps below are only for pre-hires/terminated employees/retirees. Hamilton Employees will use DUO Authentication with SSO to login.



*Note:* You must know your username and password for Workday and have your mobile device nearby with an authentication application installed on it. The recommended option is Google Authenticator.

## Download the Google Authenticator Application on Mobile Device

- [iPhone Instructions](#) | [Download](#)
- [Android Instructions](#) | [Download](#)

## Setup Multi-Factor Authentication in Workday

1. To access workday, please use this URL:  
<https://wd5.myworkday.com/hamiltoncollege/login.flex?redirect=n>
2. Enter your Employee ID into the **Username** field.
3. Enter the temporary password sent to you into the **Password** field.
4. Click the **Sign In** button.
5. Change your password by completing the following fields:
  - a. **Old Password** (the temporary password sent to you).
  - b. **New Password**
  - c. **Verify New Password**

**Change Password**

Old Password

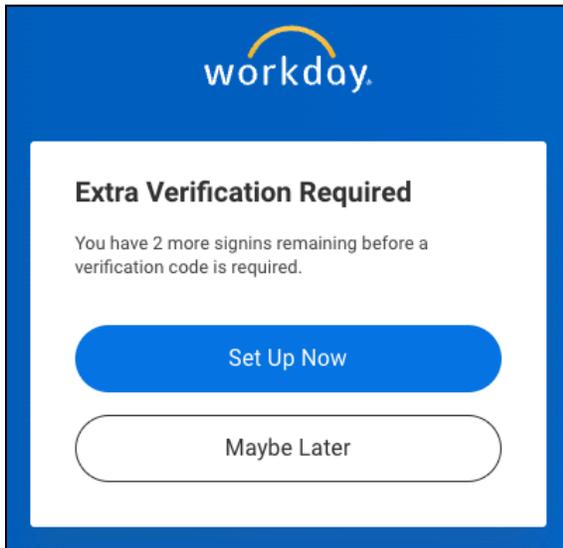
New Password

Verify New Password

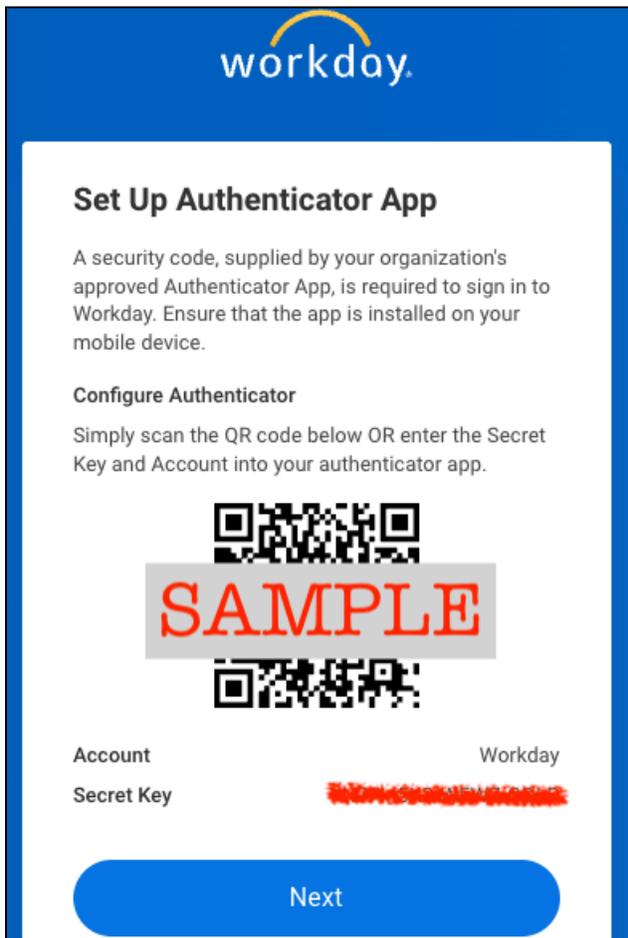
**Submit**

6. Click **Submit**.

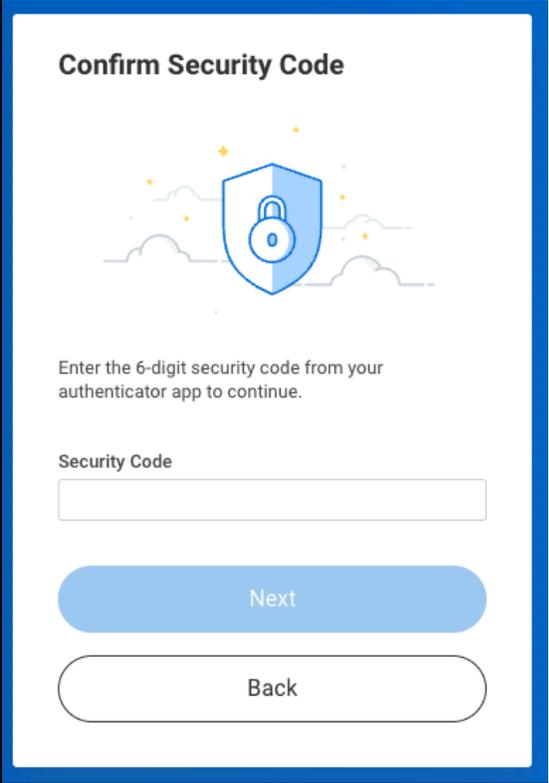
7. On the next prompt, click the **Set Up Now** button.



8. You will see this prompt with a QR code.  
Stop here to pick up your mobile device with the authenticator app installed.



9. On your mobile device follow these steps:
  - a. Open the Google Authenticator app.
  - b. Tap the + icon.
  - c. Tap **Scan a QR Code**.
  - d. Scan the QR code that displays in Workday.
  - e. The authenticator app will display a 6 digit code.
10. Click **Next**.
11. Enter the 6 digit code **Security Code** from the authenticator app into the Workday prompt below.



**Confirm Security Code**

Enter the 6-digit security code from your authenticator app to continue.

Security Code

Next

Back

12. Click **Next**.
13. Click **Done**.
14. If prompted, check **Remember this device** only if this is your device and no one else uses it.
15. Click **Submit**.