

Two-Factor Authentication

The role(s) needed to perform these tasks is / are:

- Employee
-

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The design and appearance of Workday may be different than some of the visual components described within the job aid due to system updates.

Two-Factor Authentication

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Two-Factor Authentication (2FA) is an extra layer of protection used to gain access to Workday beyond a username and password. In addition to a username and password, employees are required to enter a verification code that is sent to their work email address on file for the employee within Workday. For employees without a work email, the code will be sent to their home email on file within Workday.

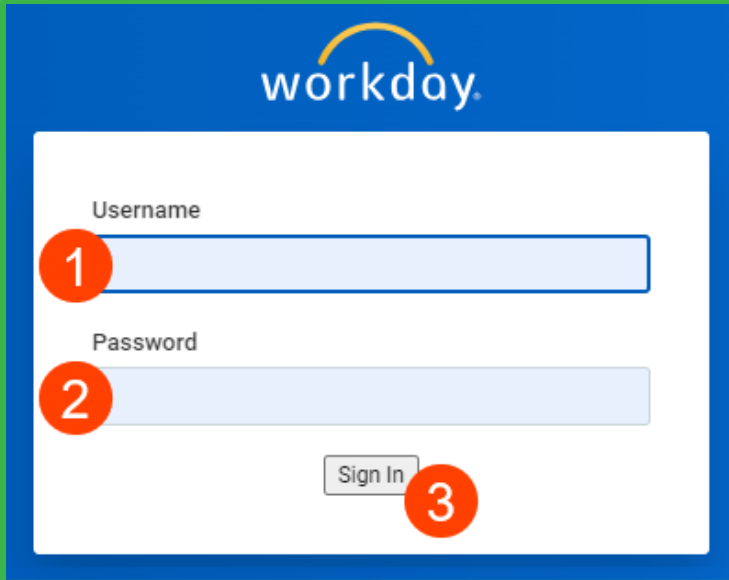
Benefits of 2FA

- Difficult for someone else to log in to your Workday account and gain unauthorized access to your personal information as well as access to sensitive and confidential Amentum resources and data.
- Neutralizes the risks associated with compromised passwords. If a password is hacked, guessed, or phished, that's no longer enough to give an intruder access without approval of the secondary factor.

Sign Into Workday

Workday URL: <https://www.myworkday.com/pae/login.html>

1. From the Workday Login page, enter your six-digit employee ID as the **Username**.
2. Enter your **Password**.
3. Click **Sign In**.

A screenshot of the Workday login page. The page has a blue header with the Workday logo. Below the header is a white login form. The form contains two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a red circle containing the number '1'. The 'Password' field is highlighted with a red circle containing the number '2'. Below the 'Password' field is a 'Sign In' button, which is highlighted with a red circle containing the number '3'.

Set Up Email Authentication

Workday will send a passcode to the email address on file within Workday.

1. Click the **Set Up Now** button to set up your Email Authentication.

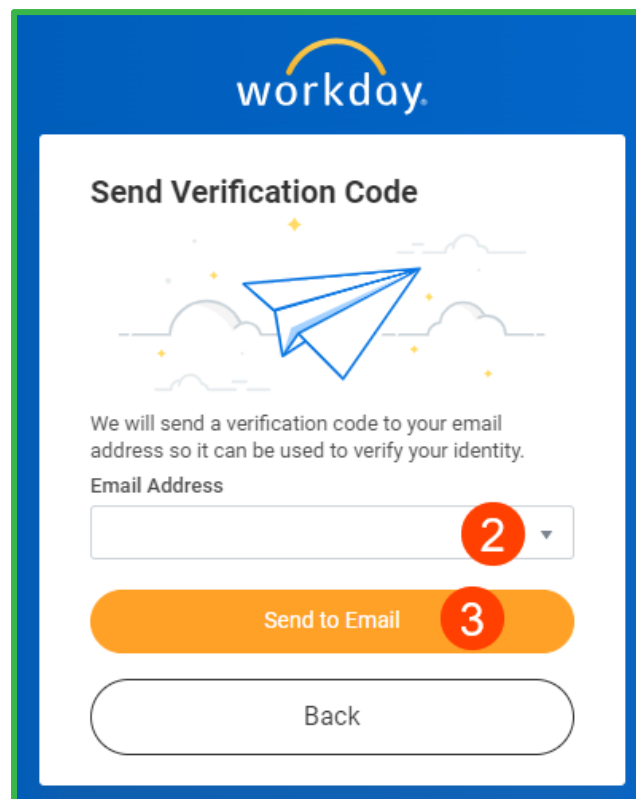
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2. Select the **drop-down arrow** to choose your **Email Address**.

Only the email address on file within Workday is available to select.

3. Click the **Send to Email** button.



Enter Verification Code

1. Use a **new tab** in your web browser to navigate to the email address where the verification code is sent to from Step 3 above. Do NOT use the current Workday tab in your browser to navigate to your email address.

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Helpful Hints

You may receive an email from **Amentum-Workday@amentum.com** with the subject **Security Alert: Signon from New Device**. This email is **NOT** the email that will contain the **Verification Code**.

The Verification Code email will come from **Amentum-Workday@amentum.com** and the subject will say **Workday Login Passcode: XXXXXX**.

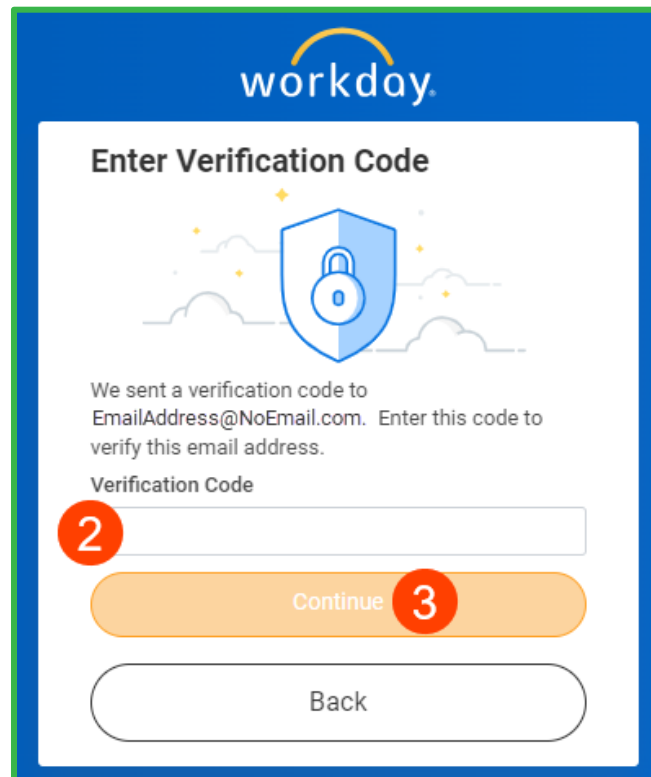
Upon **initial** setup, the Verification Code Email could take **up to 5-10 minutes** before arriving. **After initial** setup, the Verification Code Email should arrive in less than **1 minute**.

Check your **Junk Mail Folder** to make sure the Verification Code Email is not there.

If the allotted timeframe has passed, you have checked your Junk Mail Folder, AND you have tried the process again, but still have not received the Verification Code Email, then please submit a [ServiceNow Ticket](#) (Workday MFA Passcode) .

The passcode in your email is only **valid for 10 minutes**. If you do not enter the Verification Code in Workday before it expires, see the [Expired Verification Code](#) section for directions on how to send a new code.

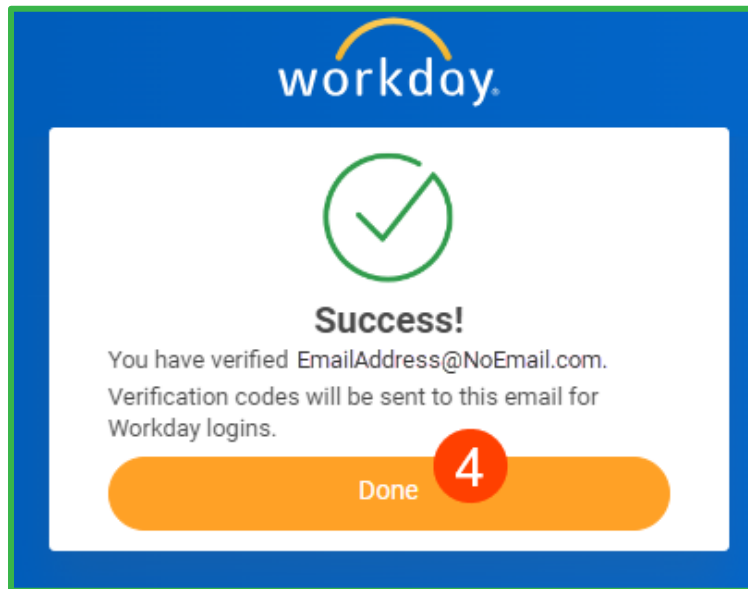
2. Once you have received the **Verification Code Email**, navigate back to your Workday screen, and enter the passcode from the email in the **Verification Code** field.
3. Click **Continue**.



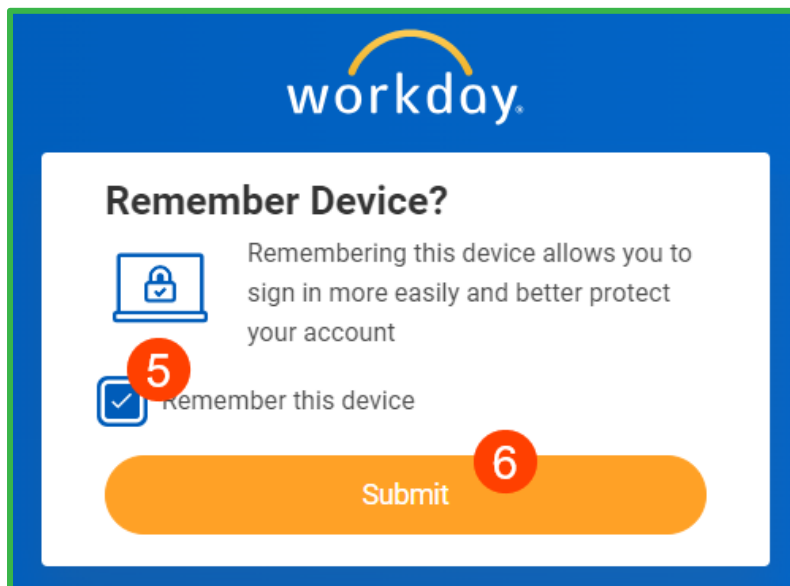
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4. Success! Your email address is verified, and Verification Codes will be sent to your email address for future Workday logins. Click the **Done** button.

Every time you log into Workday OR if Workday times out on you, you will need to login using your Username and Password AND send a Verification Code to your email address on file in Workday, and then enter the Verification Code to gain access to Workday.



5. Select the Checkmark if you would like to remember the device that you have signed in on.
6. Click Submit. You will be taken to the Workday Homepage.



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Expired Verification Code

If you do not enter the Verification Code in Workday before it expires, you will need to send a new Verification Code.

1. Navigate back to the sign-in page for Workday. You should be on the **Enter Verification Code** screen. Click **Go to Sign In**. You will need to complete the [sign-in process](#) again.

