

Workday

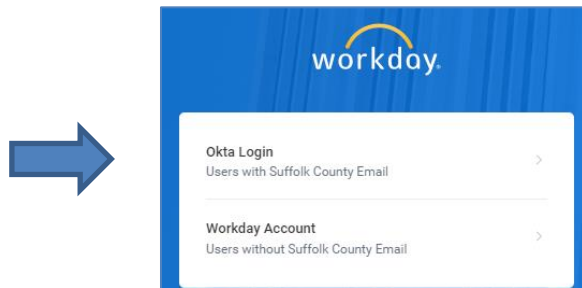
Updated Login Process (Okta and Key-Fob)

To further standardize the tools used to log in to various County systems, on April 13th, 2023, an update will be made to how users log in to Workday. For the majority of County employees, the process will still consist of logging in with County Credentials and then exercising a Multi-Factor Authentication (MFA) step. The aforementioned changes are concerning the login process and the MFA options now available.

The only MFA options available going forward for employees with County credentials will be the **OKTA Verify** app or a County-supplied **Key-Fob** token device.

Important: Email and SMS will no longer be available as MFA options.

Another important change is that the "Single Sign-On" option used by most County employees on the initial screen of the Workday login process is being replaced with "Okta Login".



For those employees/retirees that were using the "Workday Account" option as opposed to the "Single Sign-On" option, they will continue to use the "Workday Account" option.

Note: The **Key-Fob** token device is not available to those employees/retirees that use the "Workday Account" login option.

Important: For those using the "Workday Account" login option they must now use an Authentication Application for Multi-Factor Authentication into Workday. The **Google Authenticator** application has been and remains the recommended app for this group of people.

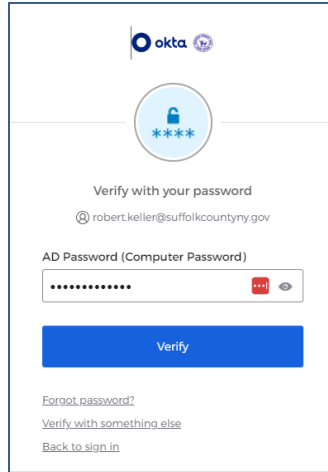
1. Once an employee clicks on the **Okta Login** option they will be presented with the OKTA login screen.
2. Here they will enter their **County Email Address** and then click the **Next** button.

A screenshot of the Okta 'Sign In' screen. At the top is the Okta logo. Below it is the text 'Sign In'. There is a text input field labeled 'County Email' containing the email address 'robert.keller@suffolkcountyny.gov'. Below the input field is a blue button labeled 'Next'. At the bottom, there are links for 'Unlock account?' and 'Help'.

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3. On the next screen, they will enter their **County Password** and then click the **Verify** button.



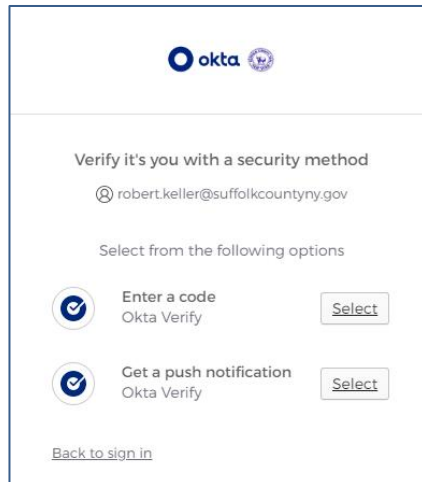
The screenshot shows the Okta login interface. At the top, there is the Okta logo and a circular icon with a padlock and four asterisks. Below this, the text reads "Verify with your password" followed by the email address "@ robert.keller@suffolkcountyny.gov". A section titled "AD Password (Computer Password)" contains a password input field with a red eye icon to toggle visibility. A large blue "Verify" button is positioned below the input field. At the bottom, there are three links: "Forgot password?", "Verify with something else", and "Back to sign in".

Note: The password is the same password an employee uses to log into a County computer.

Note: If the employee has been issued by the County a **Key-Fob** token device, they should skip down to the [Key-Fob Users section](#) at this time.

For **Okta Verify** users:

4. If this is the first time going through this process the employee will next be presented with a screen asking to define the **Security Method** they wish to use for the MFA portion of the login process.



The screenshot shows the Okta security method selection screen. At the top, there is the Okta logo and a circular icon with a padlock and four asterisks. Below this, the text reads "Verify it's you with a security method" followed by the email address "@ robert.keller@suffolkcountyny.gov". A section titled "Select from the following options" contains two radio button options, each with a "Select" button: "Enter a code Okta Verify" and "Get a push notification Okta Verify". At the bottom, there is a link "Back to sign in".

Note: The two options are "Enter a code" or "Get a push notification".

Note: The "Enter a code" option will require that the employee read a six-digit code from the **Okta Verify** app on their mobile device and type it on the device they are logging into Workday with.

Note: The "Get a push notification" option will send a notification to the employee's mobile device asking the employee to confirm that they are attempting to log into Workday at this time. The employee presses the "Yes" button on their mobile device to confirm.

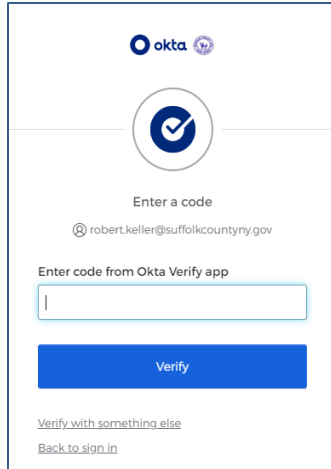
Important: The "Enter a Code" option does not require an Internet connection, whereas the "Get a push notification" requires a strong Internet connection.

Note: Once the **MFA Security Method** is processed, the user will be taken to the Workday Home page.

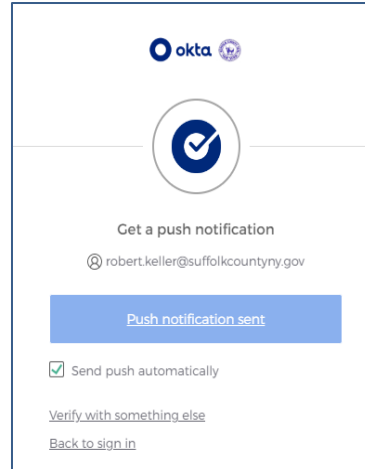
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5. If the employee has already gone through the **Security Method** setup process the next screen they will encounter will depend on the method they selected.



(Figure-1)



(Figure-2)

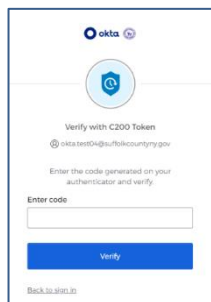
Note: If the employee selected "Enter a code" (**See Figure-1**) they will be presented with a screen that will allow them to enter the six-digit code that the **Okta Verify** app displays.

Note: If the employee selected "Get a push notification" (**See Figure-2**), a notification will be sent to their mobile device asking the employee to confirm that they are attempting to log into Workday at this time. The employee presses the "Yes" button on their mobile device to confirm.

Note: Once the selected **MFA Security method** is processed, the user will be taken to the Workday Home page.

For **Key-Fob** Users:

4. After entering their County credentials the employee will be presented with a screen titled "Verify with C200 Token".



5. At this time the employee will press the red button on their County issued **Key-Fob** device.
Note: This will cause the screen on the **Key-Fob** to display a unique code.
6. The employee will read the six-digit code displayed on the token and enter it in the **Enter Code** field provided on the Okta popup screen.
7. As a final step, the employee will click the **Verify** button.
Note: Once the code has been confirmed, the user will be taken to the Workday Home page.

This concludes the instructions on the updated login process for Workday using either the **Okta Verify** app or the County-supplied **Key-Fob** token device.