

Login to GA@WORK with MFA (Google Authenticator Application)

DESCRIPTION

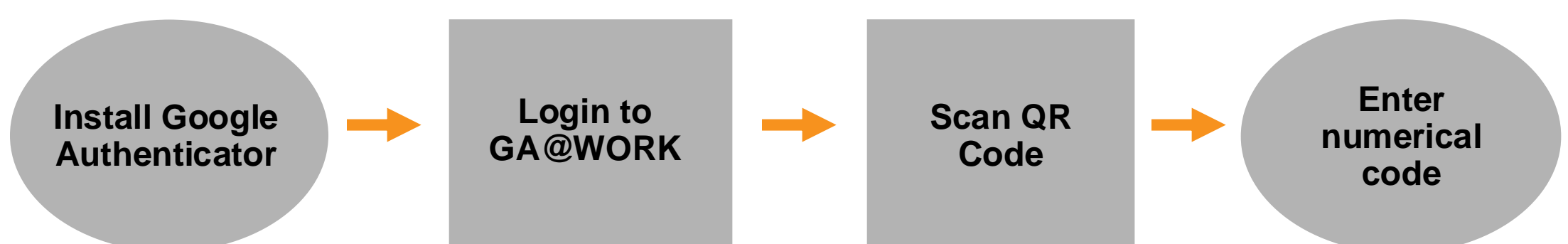
This guide will assist *Testers* with the steps to setup Multifactor Authentication (MFA) using *Google Authenticator Application*.

OVERVIEW

The key steps in the process are below:

1. Download **Google Authenticator Application** on your phone.
2. Login to **GA@WORK** and setup extra verification.
3. Scan **QR Code**.
4. Enter **numerical code**.

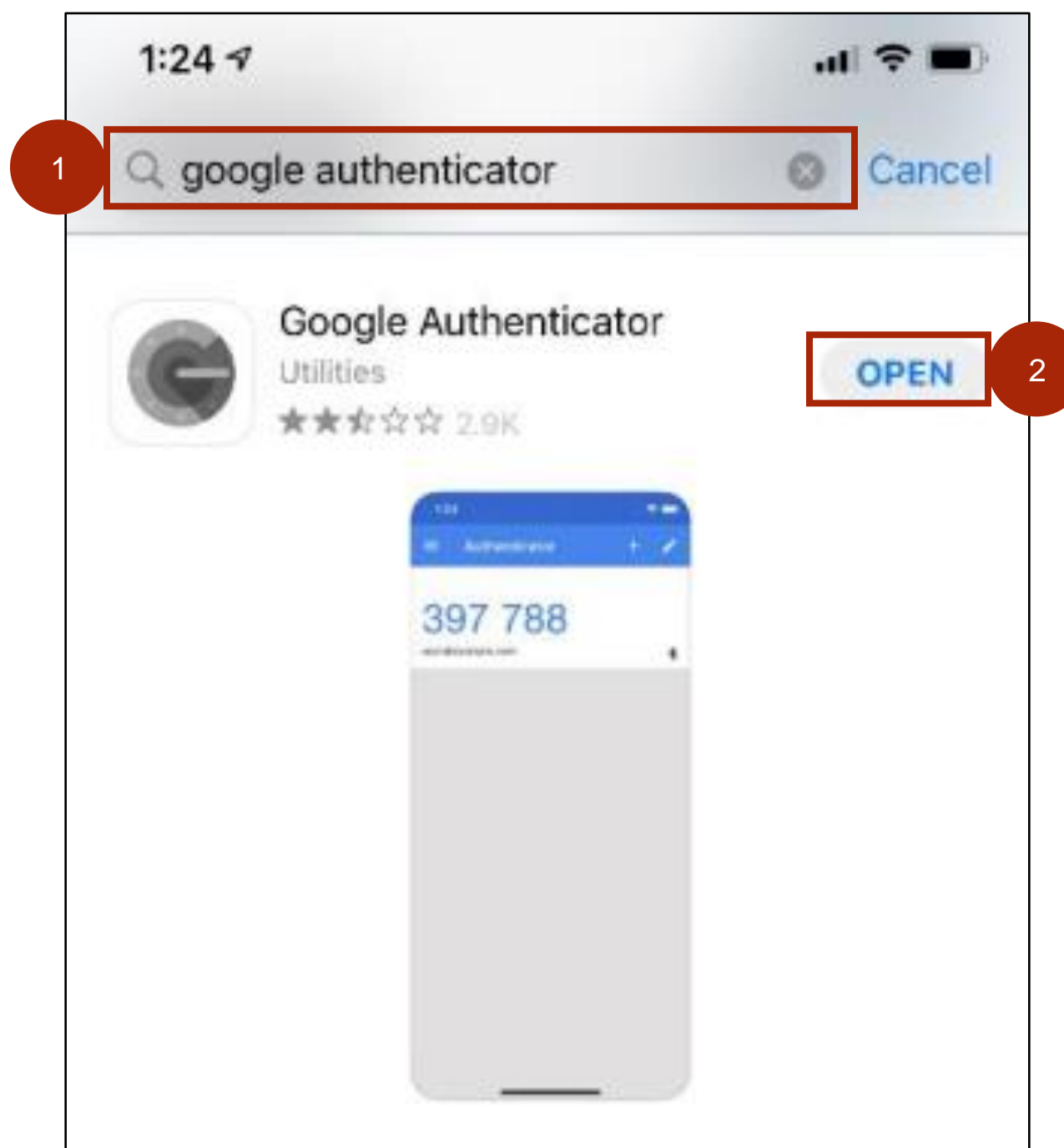
Business Process:



Login to GA@WORK with MFA (Google Authenticator) Part 1 of 7

INSTRUCTIONS

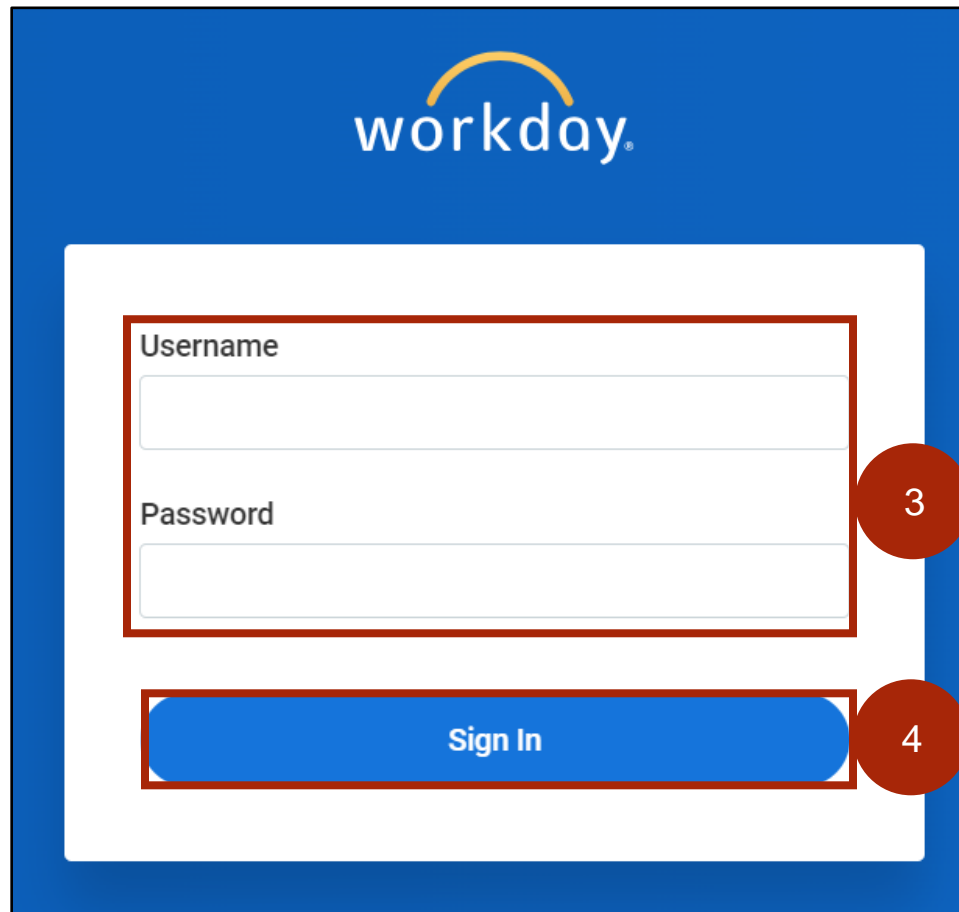
1. On your phone, navigate to your phone's app store and enter **Google Authenticator** in the search field.
2. Click **Open**.



Login to GA@WORK with MFA (Google Authenticator) Part 2 of 7

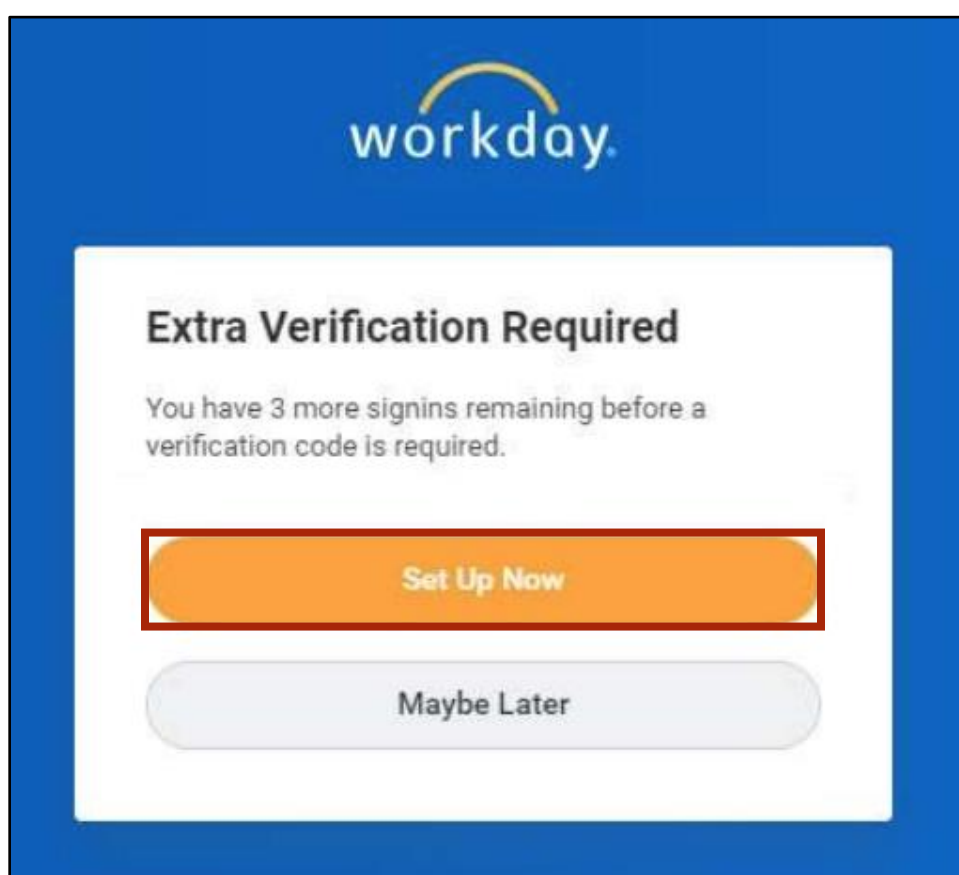
INSTRUCTIONS

3. In a browser, navigate to the **GA@WORK** sign-in page, enter your **username** and **password**.
4. Click **Sign In**.

A screenshot of the Workday sign-in page. The page has a blue header with the Workday logo. Below the header is a white box containing the sign-in form. The form has two input fields: 'Username' and 'Password'. A red rectangle highlights these two fields, with a red circle containing the number '3' next to it. Below the input fields is a blue button labeled 'Sign In'. A red rectangle highlights this button, with a red circle containing the number '4' next to it.

5. Click **Set Up Now**.

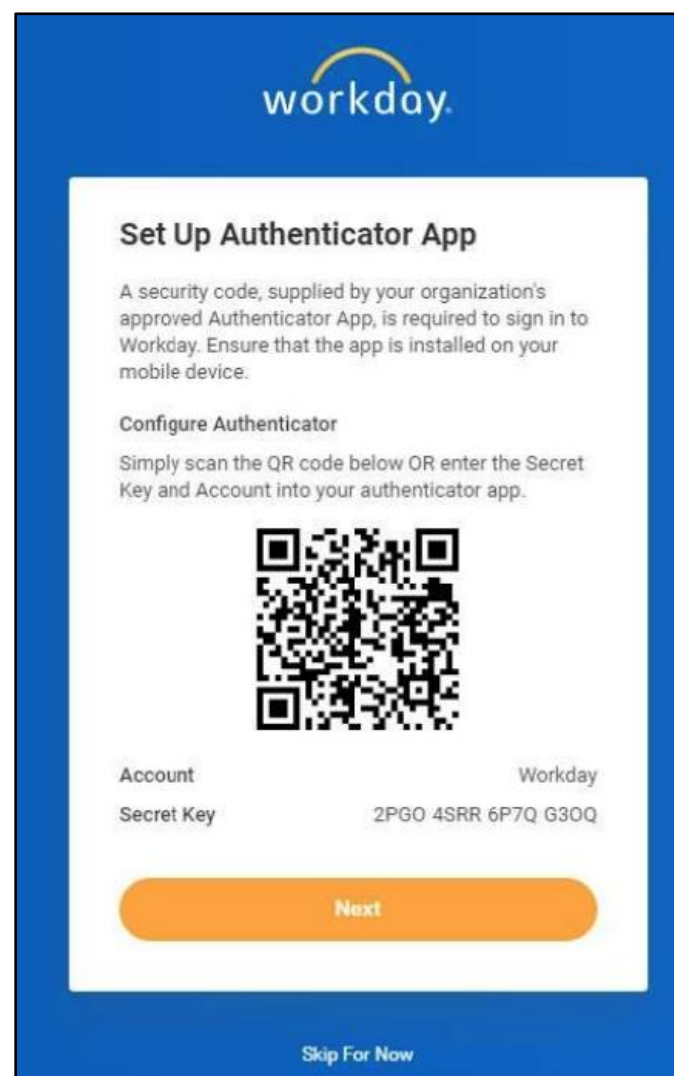
Note: If you inadvertently skip the initial MFA setup, use steps 14-17 To access the QR Code from within the tenant.

A screenshot of the Workday 'Extra Verification Required' screen. The page has a blue header with the Workday logo. Below the header is a white box containing the message 'Extra Verification Required' and 'You have 3 more signins remaining before a verification code is required.' Below the message are two buttons: 'Set Up Now' (orange) and 'Maybe Later' (gray). A red rectangle highlights the 'Set Up Now' button.

Login to GA@WORK with MFA (Google Authenticator) Part 3 of 7

INSTRUCTIONS

6. A **QR Code** and instructions on how to connect with your authenticator app displays.



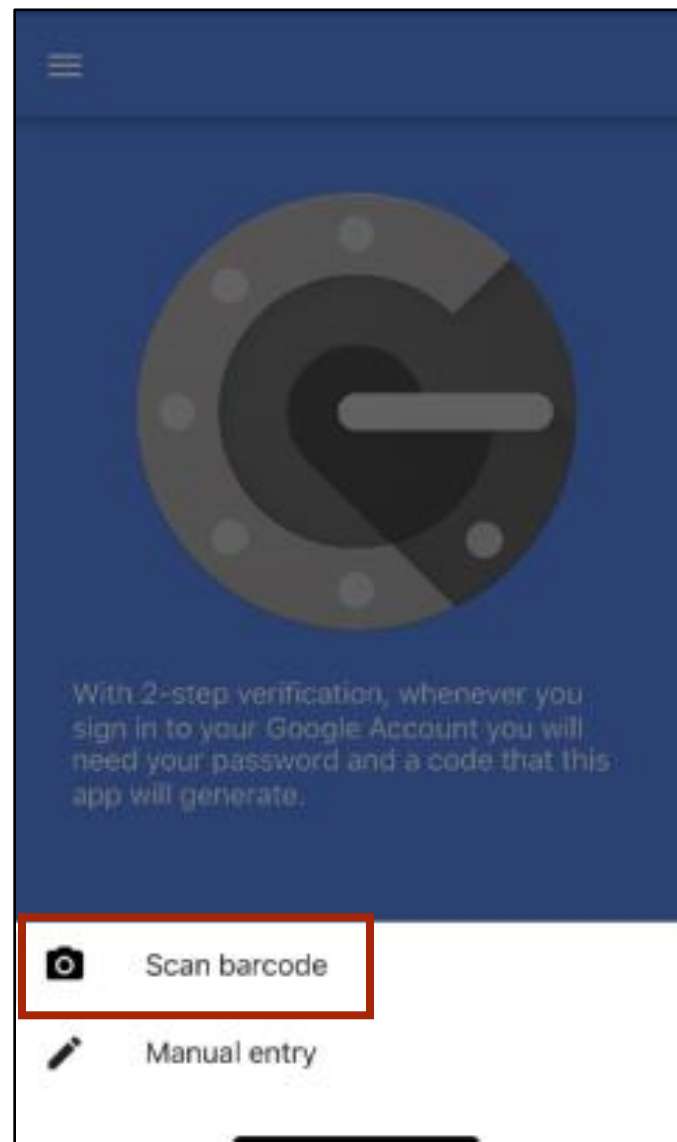
7. On your phone, open the **Google Authenticator** application and select **Begin Setup**.



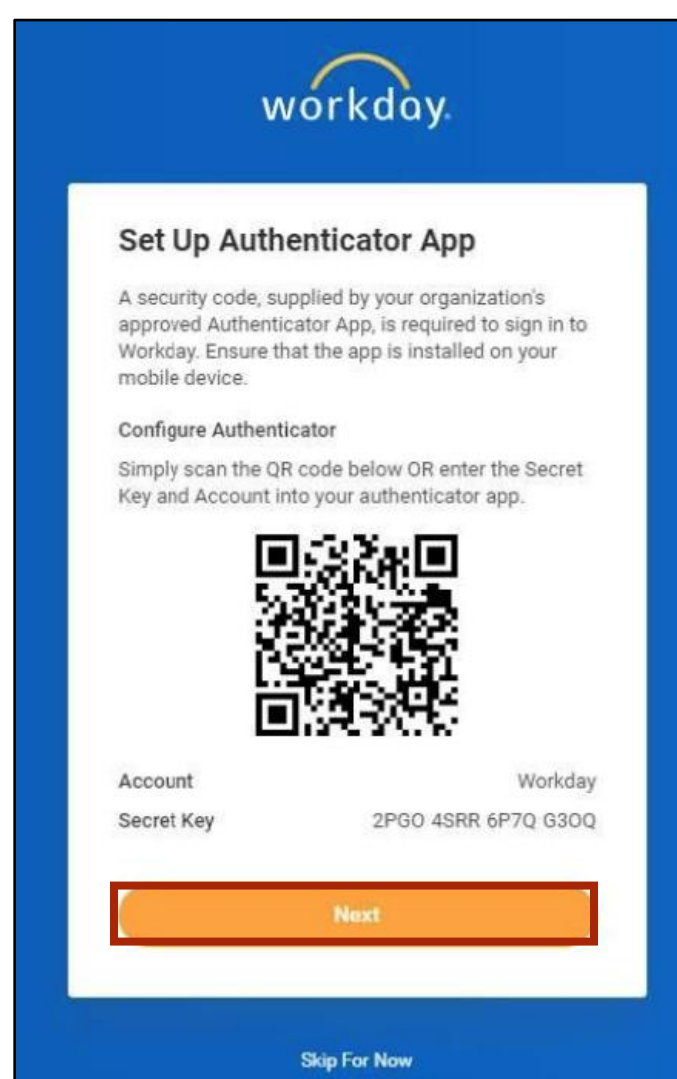
Login to GA@WORK with MFA (Google Authenticator) Part 4 of 7

INSTRUCTIONS

8. Select **Scan barcode**.



9. With your phone, scan the **QR Code**, then click **Next**.

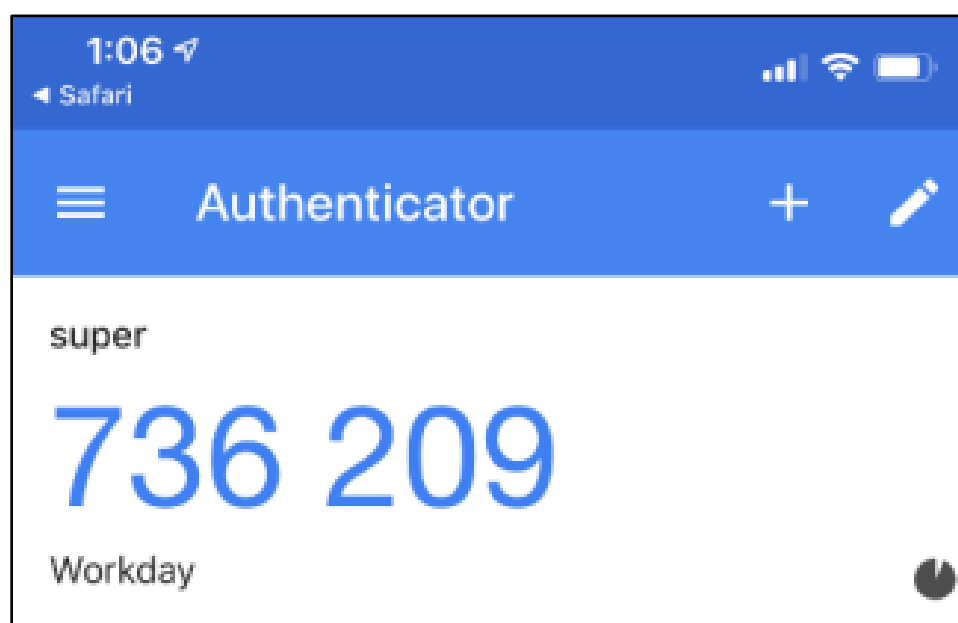


Login to GA@WORK with MFA (Google Authenticator) Part 5 of 7

INSTRUCTIONS

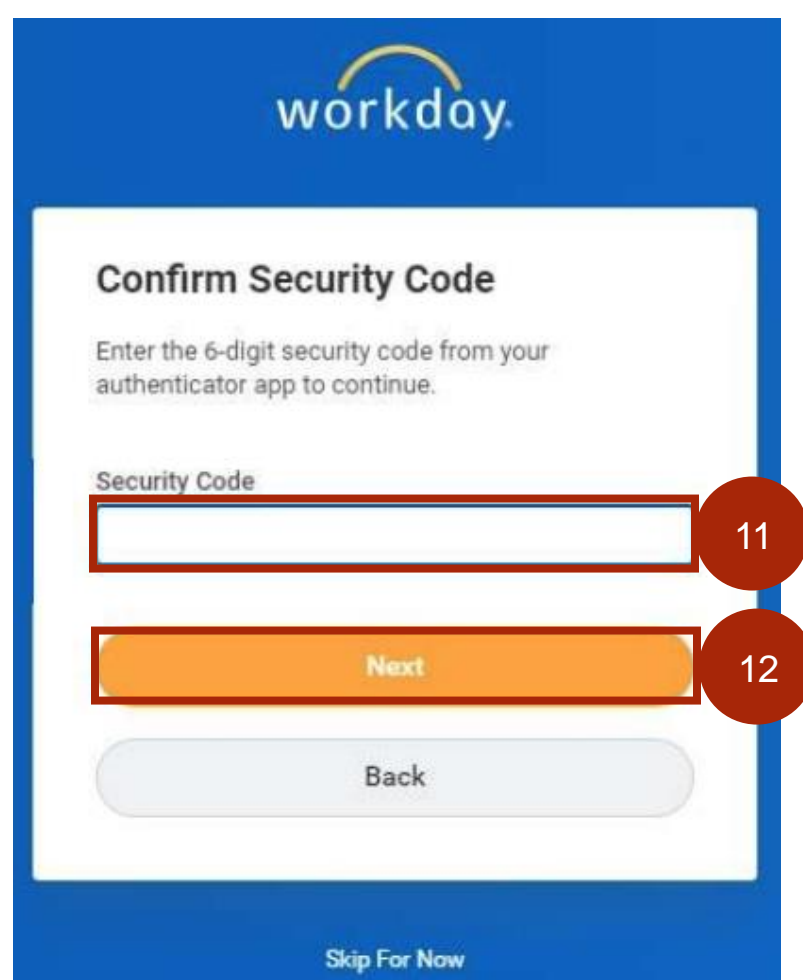
10. On your phone, you are provided with a **numerical code**.

Note: When the timer on the bottom right of the *Google Authenticator* code times out, a new code is generated.



11. Enter the **numerical code** into the **Security Code** field.

12. Click **Next**.

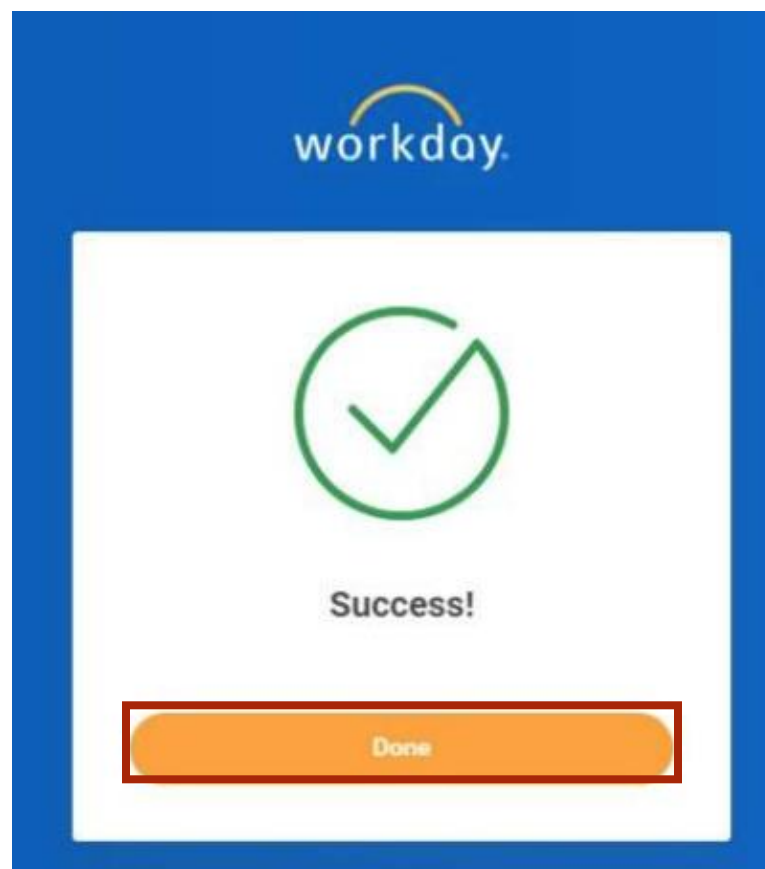


Login to GA@WORK with MFA (Google Authenticator) Part 6 of 7

INSTRUCTIONS

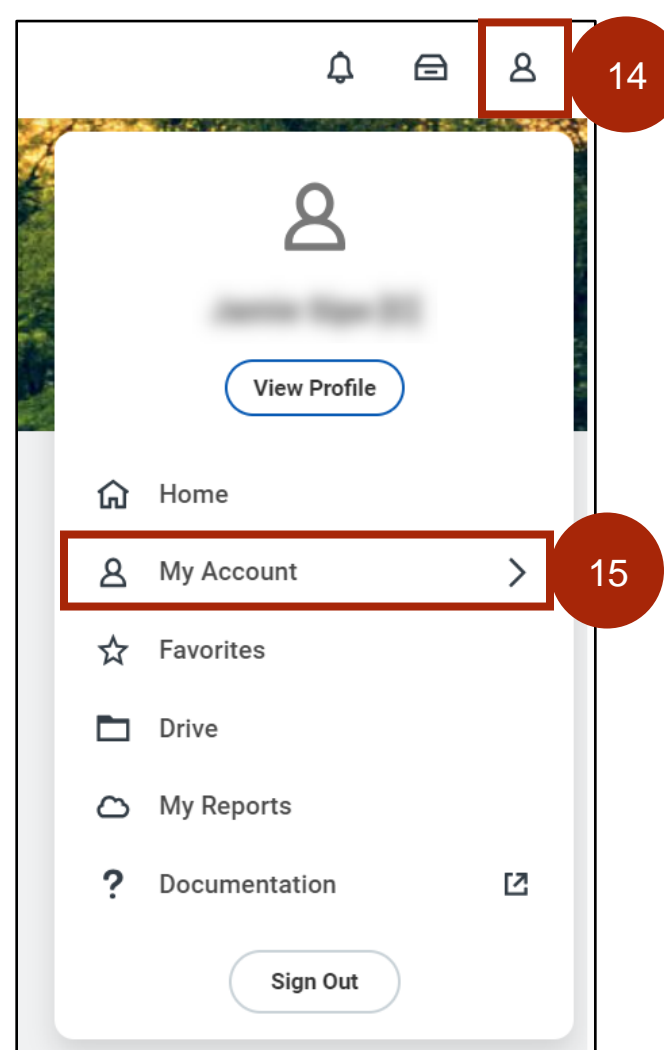
13. A **Success** screen displays. Click **Done** to continue to GA@WORK.

Note: Steps 14-17 show how to access the QR Code from within the tenant.



14. To locate the QR Code within the tenant, click **My Profile**.

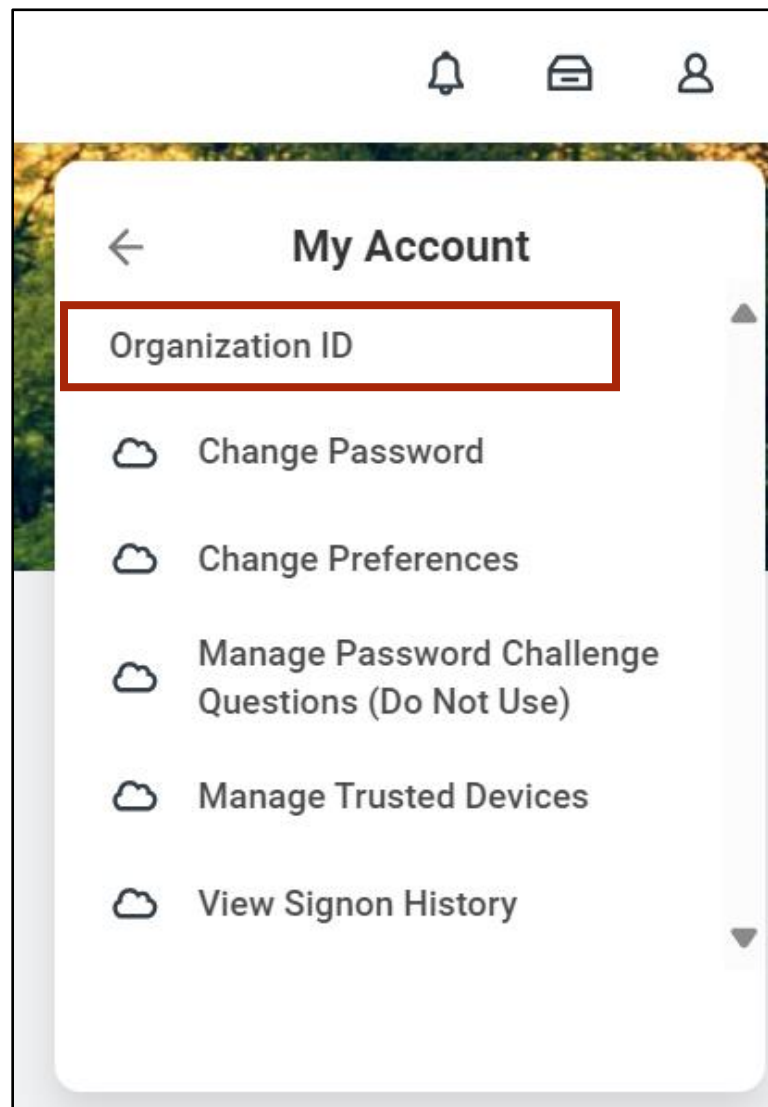
15. Click **My Account**.



Login to GA@WORK with MFA (Google Authenticator) Part 7 of 7

INSTRUCTIONS

16. Select **Organization ID**.



17. A QR Code and instructions display. Refer to steps 14-17 to complete setup.

