GA@WURK

GA@WORK Single Sign On (SSO) via SafeNet

DESCRIPTION

This guide will assist *End Users* with the steps to Log in to *GA@WORK* when using *Single Sign On* for *SafeNet.*

Note: Select the appropriate *Agency* specific *URL* and follow the navigational steps to log in via *SSO* to access *GA@WORK on the next slide.*


OVERVIEW

The key steps in the process are below:

Use the chart to sign in using SSO to log into GA@WORK using your Agency URL:

1. Locate your **State Agency Name**.

2. Click on the appropriate **Agency Specific URL**.

3. Follow the **Navigational Steps**.

4. Log into **GA@WORK**.

Business Process:

Select your State Agency Name → Click on your Agency URL → Follow the navigational steps → Log into GA@WORK
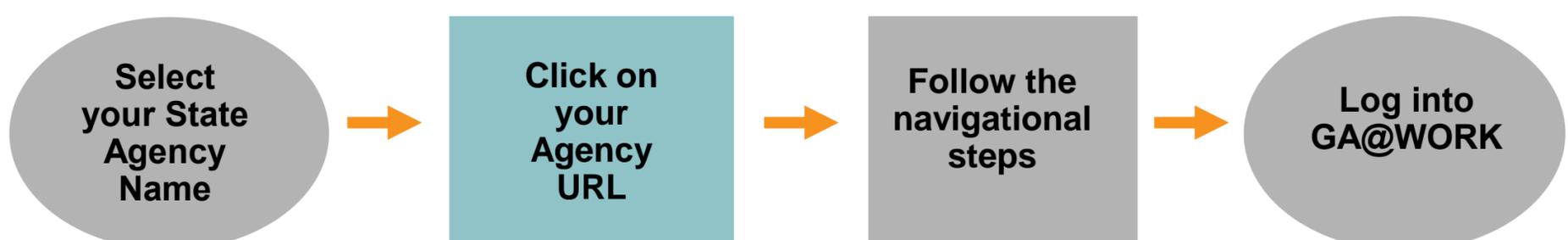
GA@WORK Single Sign On (SSO) via SafeNet (Part 1 of 7)

INSTRUCTIONS

| State Agency Name	Agency Specific URL & Navigational Steps	SSO Login Instructions Follow the Instructions below to log in.

Department of Banking & Finance 40600		**Accessing Workday via SafeNet Single Sign-On (SSO):**
		
		Open a tab of your preferred Web Browser: Microsoft Edge, Chrome or Safari:
		1. Type **Agency URL:**
		
		2. Click **Start** on the **User Portal** page.
		3. Enter your Username.
		4. Click Remember me on the device.
		5. Click Login.
		6. Enter your **Domain Password**.
		7. Click **Login**.
		8. Enter your Domain Password.
		9. Click Login.
		10. If using MobilePASS+, click Send a push to MobilePASS+.
		   Note: You may also click Enter a code. You will be prompted to enter the code from your MobilePASS+.
		11. On your mobile device select the applicable MobilePASS+ and enter the code on your computer.
		12. Click Applications.
		13. Click Workday UAT Site.
		   Note: Location of the Workday tile may vary depending on your personal configurations.
		   You may check Remember this device.
		14. Click Submit.
		   Note: Click Skip to proceed without checking "Remember this device".

GA@WORK Single Sign On (SSO) via SafeNet (Part 2 of 7)

────────── **INSTRUCTIONS** ──────────

1. Open a tab of your preferred Web Browser.

2. Type **Agency URL** in the **Web Address Bar** and press Enter.

3. Click **Start** on the **User Portal** page.
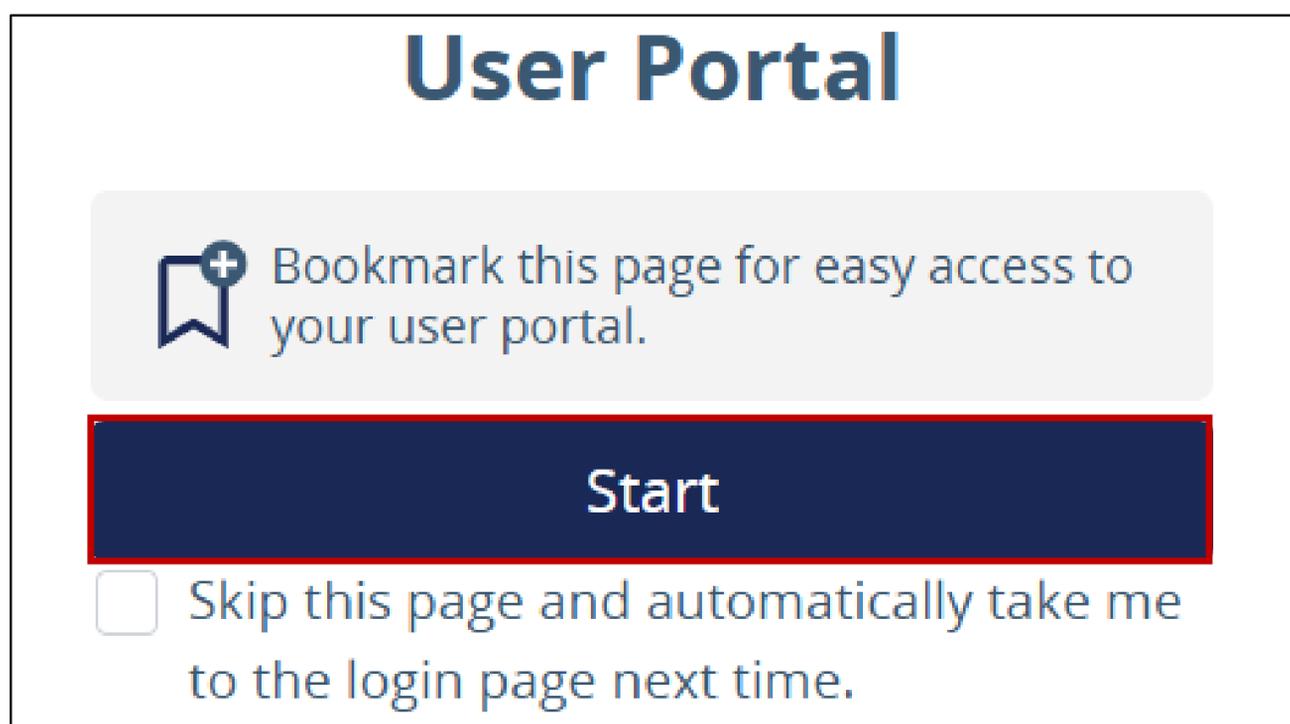
GA@WORK Single Sign On (SSO) via SafeNet (Part 3 of 7)

--- **INSTRUCTIONS** ---

4. Enter your **Username**.

5. Click **Remember me on the device**.

6. Click **Login**.

7. Enter your **Domain Password**.

8. Click **Login**.

GA@WORK Single Sign On (SSO) via SafeNet (Part 4 of 7)

--- **INSTRUCTIONS** ---

9. If using **MobilePASS+**, click **Send a push to MobilePASS+**.

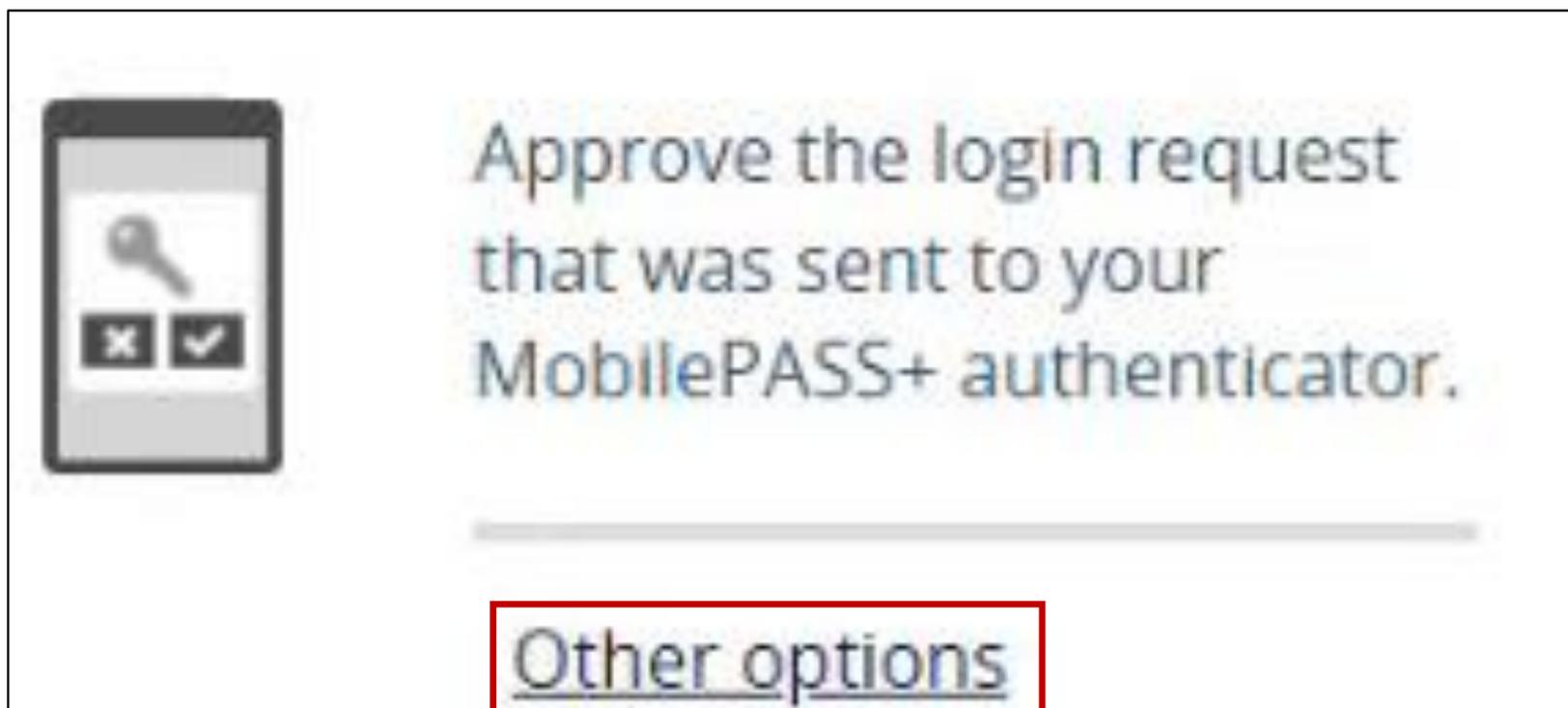   **Note**: You may also click *Enter a code*. You will be prompted to enter the code from your *MobilePASS+*.
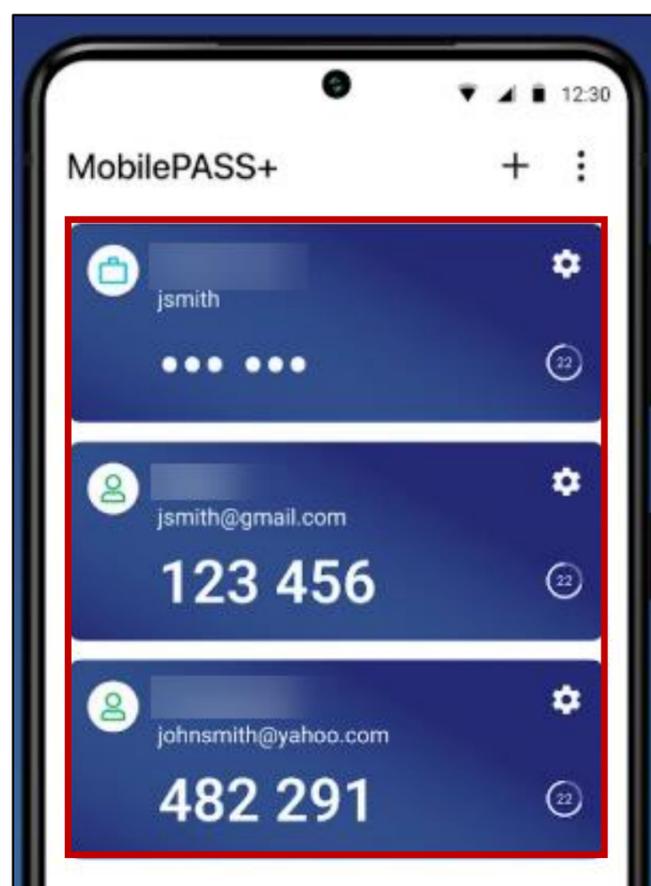
GA@WⓄRK
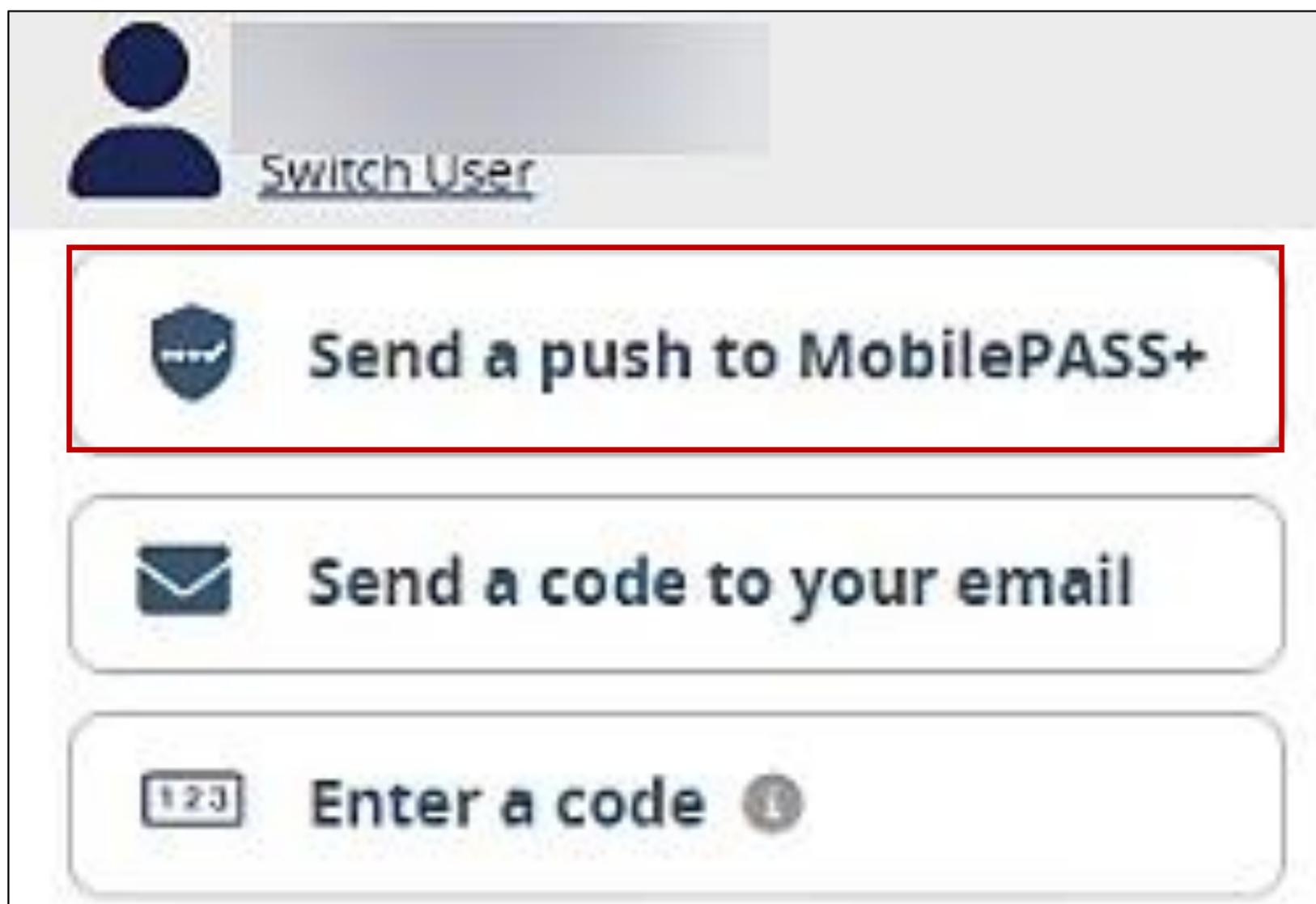
— INSTRUCTIONS —

10. A login request will be sent to your **MobilePASS+ authenticator**.

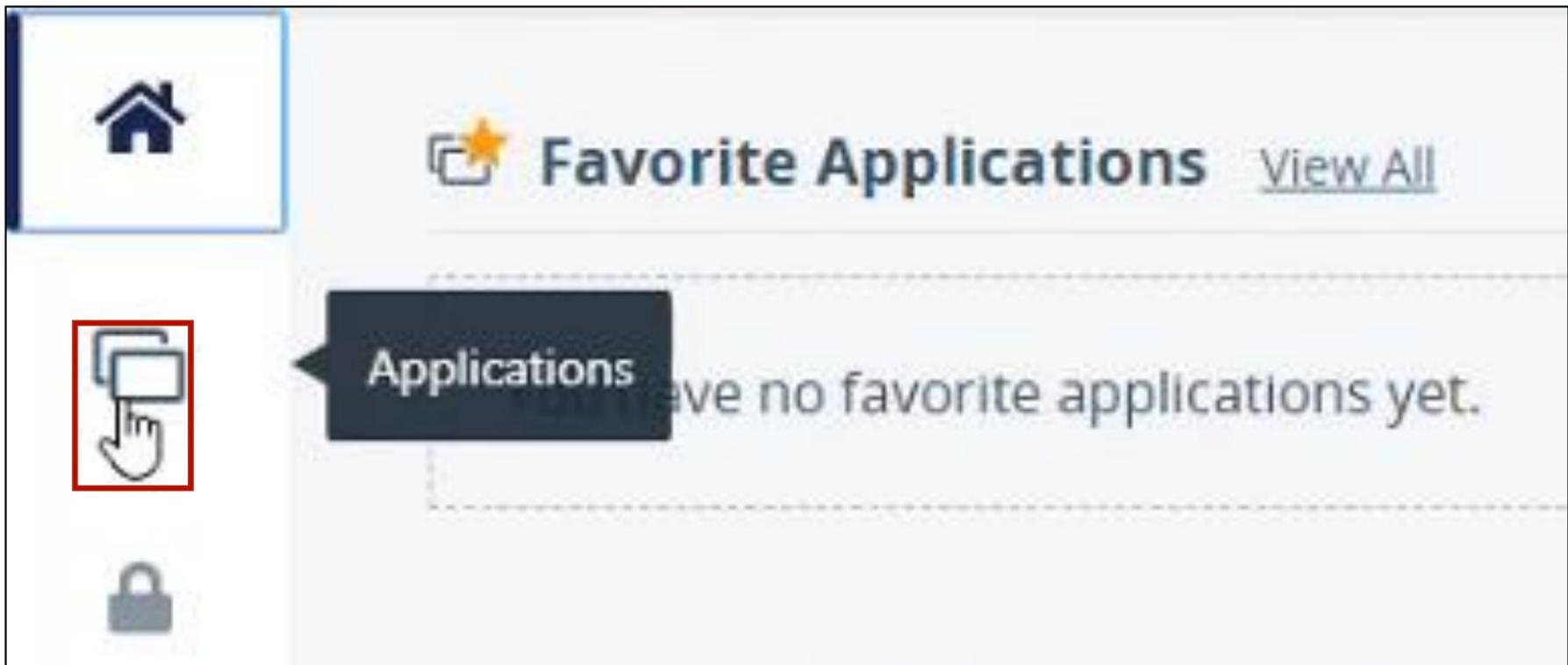> **Note**: Click *Other options* to choose another authentication method, if needed.

Approve the login request that was sent to your MobilePASS+ authenticator.

Other options

11. On your mobile device select the applicable **MobilePASS+** and enter the code on your computer.

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─── **INSTRUCTIONS** ───

12. Click **Applications**.

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13. Click **Workday UAT Site**.

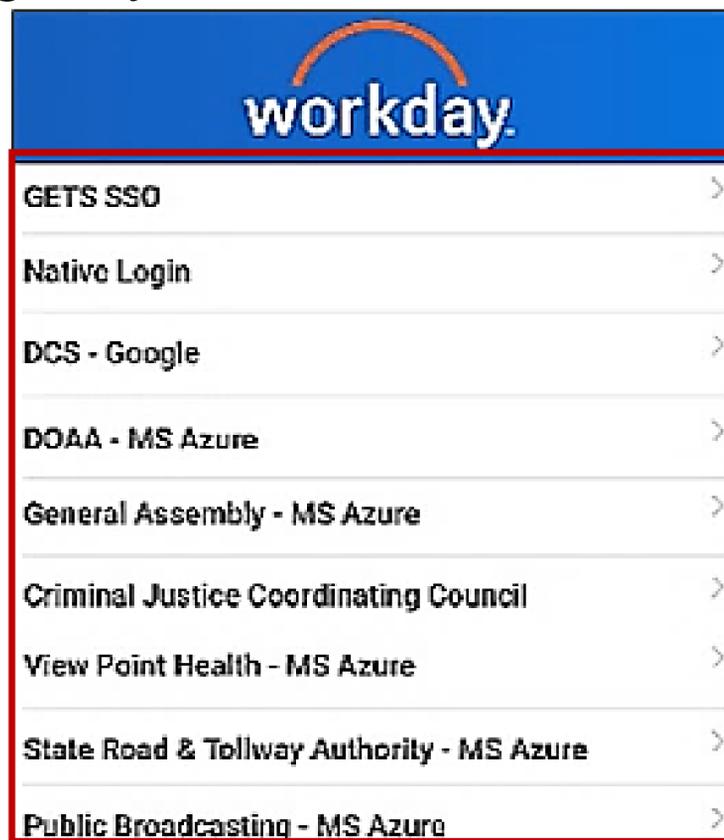**Note**: Location of the *Workday* tile may vary depending on your personal configurations.
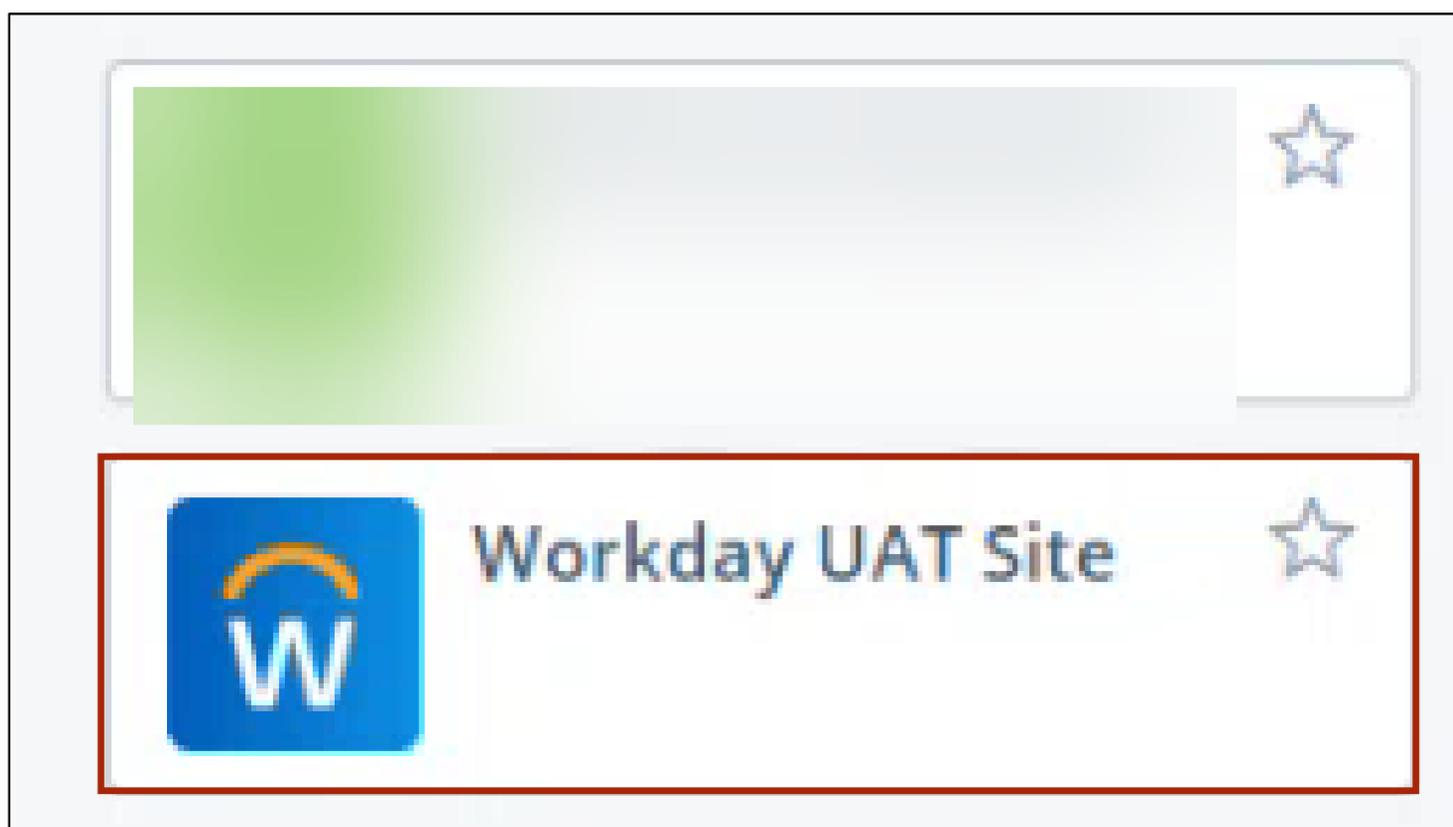
GA@WORK

INSTRUCTIONS

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15. Select the appropriate Identity Provider (IdP) provided for your Agency, if applicable.
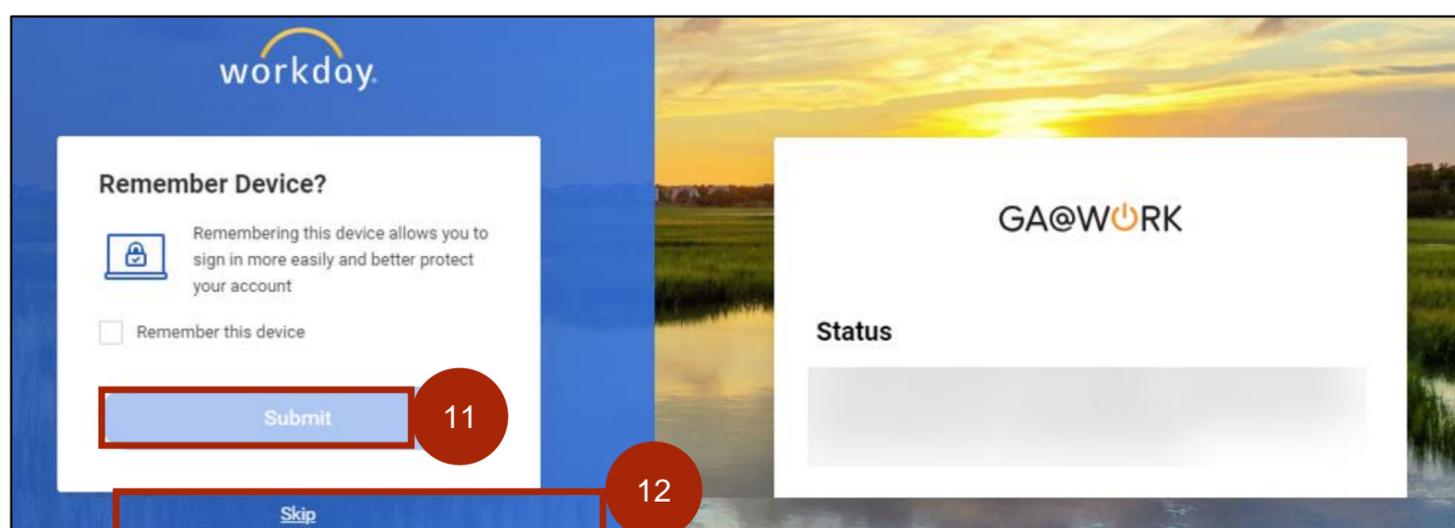
   Note: If your agency is not in the list, select *Native Login*.

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16. Check **Remember this device**.

17. Click **Submit**.

   Note: Click *Skip* to proceed without the device being remembered.

✓ **You have successfully logged in to GA@WORK via Safe Net for SSO.**