



# Completing the Agency Login/Authentication Readiness Form Instructions

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December 2025



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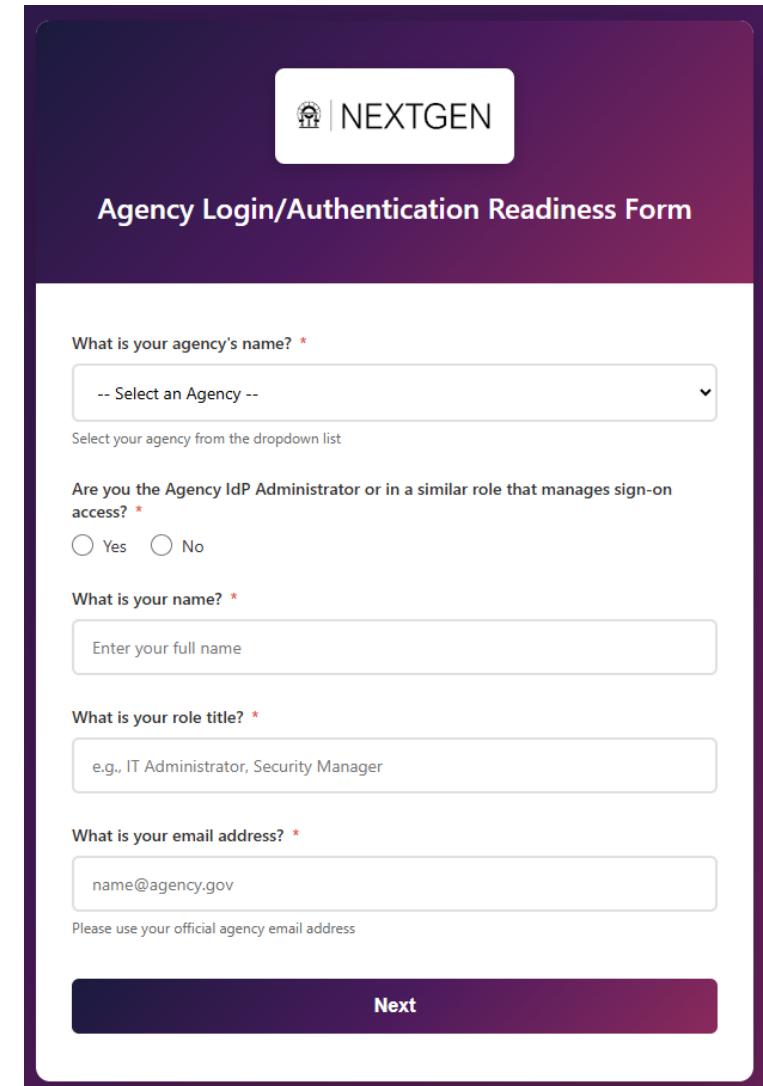
Use this interactive table of contents by clicking on the slide number to quickly locate instructions how to complete the different sections of the Agency Login/Authentication Readiness Form.



# Introduction to agency login/authentication readiness form

## Form introduction

<b>What</b>	<p>This form is being shared so different roles/teams (slide 4) within an agency understand their role in educating, training, and assisting users for logging in to GA@WORK.</p>
<b>Who</b>	<p>The Agency's IdP Administrator (SSO/Hybrid) or IT Lead (Native with MFA) (<a href="#">slide 4</a>) should ultimately be the individual to submit the form. This person is the first level of contact for users requiring login assistance.</p> <p>However, this form requires that the Agency IdP Administrator/IT Lead coordinate with colleagues in their agency to successfully answer the form questions.</p>
<b>Why</b>	<p>An agency's successful completion and submission of this form validates that the agency:</p> <ol style="list-style-type: none"><li>1) Is aware of their responsibilities to communicate to their agency about accessing GA@WORK</li><li>2) Is successfully prepared for the mock build in preparation of gold build of GA@WORK (SSO/Hybrid agencies)</li></ol>
<b>When</b>	<p>Please submit this form by Friday, 10/31/2025</p>



NEXTGEN

## Agency Login/Authentication Readiness Form

What is your agency's name? \*

-- Select an Agency --

Select your agency from the dropdown list

Are you the Agency IdP Administrator or in a similar role that manages sign-on access? \*

Yes  No

What is your name? \*

Enter your full name

What is your role title? \*

e.g., IT Administrator, Security Manager

What is your email address? \*

name@agency.gov

Please use your official agency email address

Next



# Role coordination for form completion

To successfully complete this form, the following roles in your agency need to be engaged and collaborate together:



## IdP Admin / Sign-on team

**This is the individual(s) in your agency who:**

- Coordinates with HRD to ensure new workers are entered into your agency's IdP
- Configures agency IdP for GA@WORK tenant access
- Provides documentation (job aids) and guidance to users on how to install and log on using username/password with MFA

### Role on form:

- Overall submitter
- Owner on access sections
- Contribute to questions in all other sections



## HR Partner

**This is the individual(s) in your agency who:**

- Coordinates with IdP admin to ensure new workers are onboarded into GA@WORK and agency's IdP
- Coordinates with IdP admin to ensure new workers are offboarded into GA@WORK and agency's IdP (transferred to another agency, terminated, retired, etc.)

### Role on form:

- Contribute to questions in the "Onboarding/Offboarding" section (SSO/Hybrid agencies only)



## Agency POC / NCN Communications

**This is the individual(s) in your agency who:**

- Disseminates login information relative to their agency login/authentication method
- Develops internal sign-on communications, including Mobile, SSO, and MFA
- Helps communicate about GA@WORK

### Role on form:

- Contribute to questions in the "Agency Communication" Section



## CIO

**This is the individual(s) in your agency who:**

- Provides employees with an installation guide specific to their IdP App List responsibilities
- Develops Policy & Procedures guidelines for SSO authentication
- Provides agency level technical support for SSO, MFA, and Mobile

### Role on form:

- Be aligned with the submitter of this form for accuracy and alignment with CIO expectations



# GA@WORK login methods by agency at go-live



This [resource](#) on the GA@WORK Resource Library summarizes the different log-in methods that are being used by agencies at the GA@WORK go-live in 2026.

<b>GA@WORK login methods at go-live</b>	
<b>Non-GETS* Agencies using Single Sign On (SSO)</b> <i>Allows users to access GA@WORK using their Agency credentials without needing a separate username and password</i>	<b>GETS* Agencies using Single Sign On (SSO)</b> <i>Allows users to access GA@WORK using their Agency credentials without needing a separate username and password</i>
Criminal Justice Coordinating Council Department of Audits and Accounts Department of Banking and Finance Department of Community Affairs Department of Community Supervision Department of Early Care and Learning Department of Education Department of Labor Department of Public Safety Department of Transportation Technical College System of Georgia (TCSG/Including 22 Colleges)	Employees Retirement System of Georgia General Assembly of Georgia Georgia Public Broadcasting Office of Planning and Budget Office of the Inspector General Professional Standards Commission Public Service Commission State Board of Pardons and Paroles State Road and Tollway Authority Student Finance Commission View Point Health
<b>What if my agency is not listed on this sheet?</b>  If your Agency is not listed, then your Agency will use Native Login with a form of multi-factor authentication (MFA). <b>Native Login with MFA</b> allows users to access GA@WORK using their username and password to directly login to GA@WORK. Native login allows users to manage their own password resets, if and when needed.	
<b>Questions?</b>  Contact: <a href="mailto:nextgen_secmap@sao.ga.gov">nextgen_secmap@sao.ga.gov</a>	
<small>*Georgia Enterprise Technology Services</small>	
<b>GA@WORK</b> As of date: 12.15.25	



# Form support

Support is available if you need help completing this form:

## 1 Attend a Working Session

OCTOBER				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
13 – Holiday	14 <b>Working Session: Hybrid/SSO/ Mobile</b> 1-2 pm	15 <b>Working Session: Native with MFA/Mobile Configuration</b> 1-2 pm	16	17
20	21 <b>Working Session: Hybrid/SSO/ Mobile</b> 1-2 pm	22 <b>Working Session: Native with MFA/Mobile Configuration</b> 1-2 pm	23	24
27	28	29	30	31

2 Email questions to: [nextgen@secmap@sao.ga.gov](mailto:nextgen@secmap@sao.ga.gov)



Remember this form is  
due 10/31/2025



# Additional resources – GA@WORK Resource Library

## How to find Security, Sign-On & Support Resources for GA@WORK

- 1 Navigate to the [GA@WORK Resource Library](#).
- 2 Scroll to HR / Payroll Professionals section:

**HR / Payroll Professionals**

Click on the tile for information about a specific business area. Each tile links to a toolkit of change impacts, crosswalks, glossaries, FAQs and other resources for HR and Payroll professionals to use to help them in their transition to GA@WORK.

3 Click the [Security, Sign-On & Support](#) tile.

## Security, Sign-On & Support

The materials below provide information to support professionals in Security and Help Desk/Support roles to get ready for GA@WORK, and information on how to sign-on to GA@WORK.

### Security Resources

- [PDF Security Change Impacts](#)
- [PDF GA@WORK Security Education and Role Mapping Presentation](#)
- [PDF HCM Security Roles Glossary](#)
- [PDF Finance Security Roles Glossary](#)
- [PDF Procurement Security Roles Glossary](#)

### Accessing GA@WORK

- [PDF GA@WORK Sign-On Summary \(How to log in\)](#)
- How to log in with Single Sign-On (SSO):
  - [PDF DUO SSO Login Job Aid](#)
  - [PDF Google SSO Login Job Aid](#)
  - [PDF Microsoft Azure SSO Login Job Aid](#)
  - [PDF Okta SSO Login Job Aid](#)
  - [PDF SafeNet SSO Login Job Aid](#)

4

For more information on GA@WORK Security, access the [Security Education and Role Mapping Presentation](#).

5

For instructions on signing in to GA@WORK, refer to the single sign-on (SSO) job aids. Agencies can share these guides with employees to help them log in to GA@WORK using Single Sign-On.



# Hybrid (SSO and Native Login) agency list

Hybrid agencies	
43000	Judicial Council/Admin Office of the Courts - HYBRID 11/7/ - New Certificate (David Peterson)
41800	Prosecuting Attorneys Council - HYBRID see Employee list PAC_State_Circuit_Employees.xlsx
43600	Superior Courts (HYBRID)
44100	Department of Behavioral Health and Developmental Disabilities - GETS   HYBRID
46100	<u>Department of Juvenile Justice - GETS   HYBRID</u>
47400	<u>Department of Revenue - GETS   HYBRID</u>
46700	<u>Corrections, Department of   GETS   HYBRID</u>

*The listed agencies above need a list of every employee from their agency who will not sign on via SSO.*





# Agency information

The instructions below explain how to answer each question in this section.

#	Question	Instructions / Question Guidance
1	<b>What is your agency name?</b>	<p>Select your agency name from the drop-down menu.</p> <p>Reach out to <a href="mailto:nextgen@secmap@sao.ga.gov">nextgen@secmap@sao.ga.gov</a> if you do not see your agency name.</p>
2	<b>Are you the Agency IdP Administrator or in a similar role that manages sign-on access?</b>	<p>This question confirms that the right person is submitting this form. If you do not work with sign-on access, please coordinate with someone in your agency who does.</p>
3	<b>What is your name?</b>	<p>This helps the Security Team know who to contact if they have questions.</p>
4	<b>What is your role?</b>	<p>This data point helps the Security Team understand what roles support this effort in agencies across Georgia.</p>
5	<b>What is your email address?</b>	<p>This helps the Security Team know who to contact if they have questions.</p>

NEXTGEN

Agency Login/Authentication Readiness Form

What is your agency's name? \*

-- Select an Agency --

Select your agency from the dropdown list

Are you the Agency IdP Administrator or in a similar role that manages sign-on access? \*

Yes  No

What is your name? \*

Enter your full name

What is your role title? \*

e.g., IT Administrator, Security Manager

What is your email address? \*

name@agency.gov

Please use your official agency email address

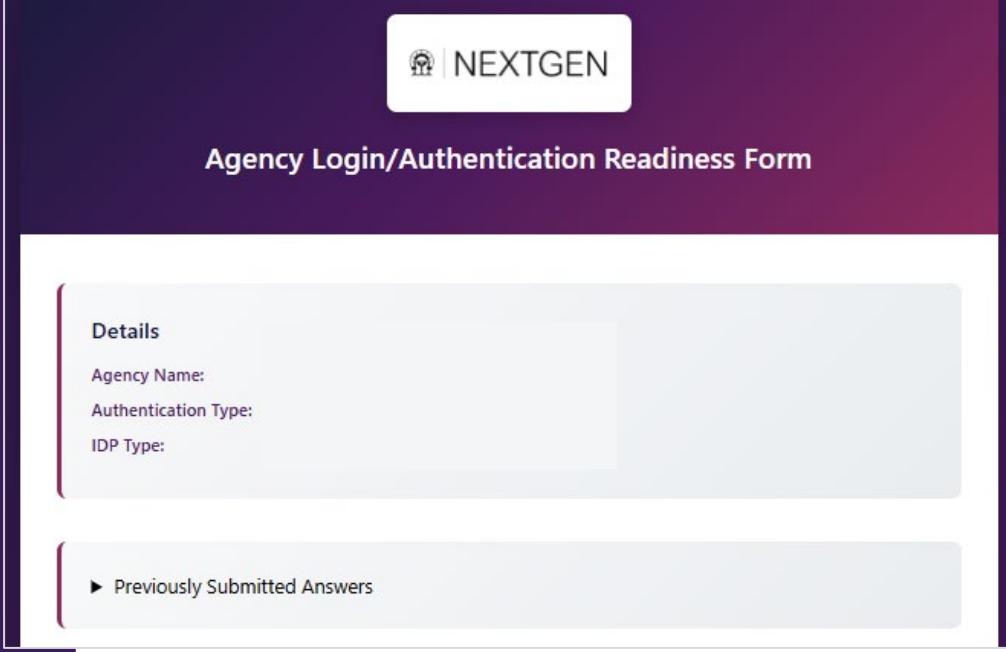
Next



# Auto-populate authentication type

Note that after you select “Next” the form will search your information, and your agency name and authentication type will be automatically entered.

You may also view your previously submitted answers on this form.



The screenshot shows a web-based form titled "Agency Login/Authentication Readiness Form" from the "NEXTGEN" platform. The form has a dark header with the "NEXTGEN" logo. Below the header, there is a section titled "Details" containing three fields: "Agency Name:", "Authentication Type:", and "IDP Type:". To the left of these fields is a vertical red line. At the bottom of the form, there is a button labeled "▶ Previously Submitted Answers".

# Connection to new tenant (1 of 2)

Only agencies who are SSO/Hybrid agencies will be prompted to complete this section. Disregard this slide if your agency is using Native with MFA for sign-on.

#	Question	Instructions / Question Guidance
1	As the agency IdP administrator, can you confirm that your agency has successfully connected to the new tenant?	Instructions to complete this form were sent on 10/9 with the subject line “ <i>Update IdP Configuration for GA@WORK Mock Go-live.</i> ”
1-a	If yes, on what date did you make the connection?	Sharing the date is a further confirmation of your successful connection.
1-b	If yes, indicate which tenant you connected to:	This question confirms you connected to the correct tenant.
2	How long did it take to configure new SSO connection to GA@WORK?	<ul style="list-style-type: none"> <li>This helps us estimate how much time to allocate to the go-live plan for switching the tenant to point to the production URL.</li> <li>Select the answer that fits best from the drop down.</li> </ul>
3	<b>Hybrid Agencies</b> - Did you provide a new list of employees to <a href="mailto:nextgen_secmap@sao.ga.gov">nextgen_secmap@sao.ga.gov</a> who will NOT login via SSO.	<ul style="list-style-type: none"> <li>This list is required from hybrid users so the Security Team can provision those users with native login vs the standard SSO login for all other users.</li> <li>See <a href="#">slide 10</a> for a list of hybrid agencies</li> </ul>
3-a	If no, are you planning to submit that list to SAO at <a href="mailto:NextGen_SecMap@sao.ga.gov">NextGen_SecMap@sao.ga.gov</a> by October 24, 2025.	Select yes or no.
3-b	If no, why not?	Please help us understand the barrier to submitting this information.

Agency Login/Authentication Readiness Form

Details

Agency Name:

Authentication Type:

IDP Type:

▶ Previously Submitted Answers

Connection to new tenant (SSO/Hybrid)

As the Agency IdP Administrator, can you confirm that your agency has successfully connected to the new GA12 tenant? \*

Yes  No

On what date did you make the connection? \*

mm/dd/yyyy

How long did it take to configure the new SSO connection to GA@WORK? \*

0-30 minutes

Will your agency adopt mobile login? \*

Yes  No

Have you shared the Job Aid for Workday Mobile app with your users? \*

Yes  No

Do your users know who their agency's internal technical support person is for SSO/GA@WORK sign-on/access issues? \*

Yes  No

# Connection to new tenant (2 of 2)

Only agencies who are SSO/Hybrid agencies will be prompted to complete this section. Disregard this slide if your agency is using Native with MFA for sign-on.

#	Question	Instructions
4	Will your agency adopt mobile login?	Select yes or no if your agency will adopt mobile login for users. Please note if your agency is adopting mobile, users will need to know how to install the Workday Mobile application. Educating and supporting mobile uses is each agency's responsibility
4-a	If yes, have you shared the job aid for the Workday Mobile app with your users?	The job aid has instructions how to download the app. Access the job aid online <a href="#">here</a> .
4-b	If yes, have your users installed your agency's IdP authentication app?	This is only related to SSO agencies and will need to be provided to users by the agency. For example, SAO has an Okta installation doc that was provided.
5	Do your users know who their internal technical support contact is for SSO/GA@WORK sign-on/access issues?	The agency resource will be the first point of contact for users needing assistance logging in. This person should be aware of and provide to user's job aids and/or assistance getting into GA@WORK.

Will your agency adopt mobile login? \*

Yes  No

Have you shared the Job Aid for Workday Mobile app with your users? \*

Yes  No

Have your users installed the agencies IdP auth app on their mobile devices? \*

Yes  No

Do your users know who their agency's internal technical support person is for SSO/GA@WORK sign-on/access issues? \*

Yes  No

# Onboarding/offboarding employees to GA@WORK

Only agencies who are SSO/Hybrid agencies will be prompted to complete this section. Disregard this slide if your agency is using Native with MFA for sign-on.

#	Question	Instructions / Question Guidance
1	Did you coordinate with your HR director to complete this section?	Coordination with the HR team is essential to successfully complete this ask.
2	Can you confirm your agency <b>has a defined process</b> for onboarding/offboarding employees to GA@WORK?	An example of on/offboarding can be found on slides 33 & 34 of the <a href="#">GA@WORK Security Education Session</a> , and at <a href="#">slide 14</a> of this deck.
2-a	(If no) If you do not have an onboarding/offboarding process defined, <b>how will you update your IdP with employee ID numbers?</b>	This question helps the project understand potential issues your agency will experience with onboarding/offboarding employees.
2-b	(If no) Do you need support developing an onboarding/offboarding process?	This question helps the Security Team understand if you need support to successfully complete this activity.

**Onboarding/Offboarding (SSO/Hybrid)**

Did you coordinate with your HR Director in your agency to complete this section? \*

Yes  No

Can you confirm your agency has a defined process for onboarding/offboarding of employees to GA@WORK? \*

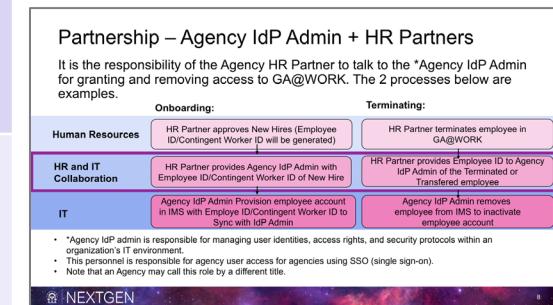
Yes  No

If you do not have an onboarding/offboarding process defined, how will you update your IdP with employee ID numbers? \*

Please describe your process...

Do you need support developing an onboarding/offboarding process? \*

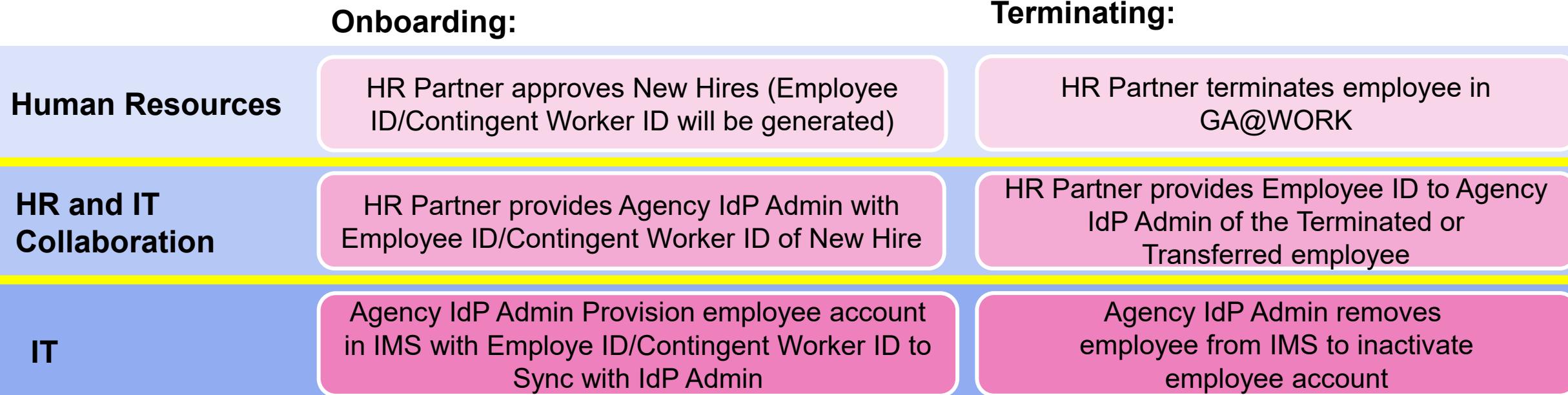
Yes  No



[Slide 12](#) of this deck shows an example of why collaboration is necessary with your agency HR team.

# Partnership – Agency IdP Admin + HR Partners

It is the responsibility of the Agency HR Partner to talk to the \*Agency IdP Admin for granting and removing access to GA@WORK. The two processes below are examples.



- \*Agency IdP admin is responsible for managing user identities, access rights, and security protocols within an organization's IT environment.
- This personnel is responsible for agency user access for agencies using SSO (single sign-on).
- Note that an agency may call this role by a different title.



# Native login with MFA

Only agencies who are using native login with MFA will be prompted to complete this section. Disregard this slide and section if your agency is using SSO/Hybrid for sign-on.

#	Question	Instructions / Question Guidance
1	Does your agency have a preferred authenticator app?	Please select yes or no. Please note if agencies have specific authenticator app requirements, those instructions will need to be shared to their users.
1-a	If yes, what is it?	Select from the drop down your authenticator app used in your agency or select “Other” and share in the text box.
2	Do your users have an authentication <b>app</b> installed on their mobile device?	Please select yes or no.
2-a	<b>If no, please work with your users to install an MFA app.</b>	--
3	Does your agency have policy and procedure guidelines for MFA?	Please select yes or no.
4	Do your users know their <b>username</b> and password for GA@WORK?	Please select yes or no.
5	Do your users know who their <b>internal technical support contact</b> is for MFA/GA@WORK sign-on/access issues?	Please select yes or no.

**Native login with MFA**

Does your agency have a preferred authenticator app? \*

Yes  No

If yes, what is it? \*

-- Select Authenticator App --

Do your users have an authentication app installed on their mobile device? \*

Yes  No

If no, please work with your users to install an MFA app. \*

Does your agency have policy and procedure guidelines for MFA? \*

Yes  No

Do your users know their user name and password to GA@WORK? \*

Yes  No

Do your users know who their agency's internal technical support person is for MFA/GA@WORK sign-on/access issues? \*

Yes  No



# Agency communication

The instructions below explain how to answer each question in this section.

#	Question	Instructions / Question Guidance	Form
1	Did you coordinate with your agency Point of Contact (POC) to complete this section?	Please select yes or no.	<p><b>Agency communication (POC) (All)</b></p> <p>Did you coordinate with your POC to complete this section? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
2	Have you <b>shared internal communications</b> in your agency about how staff will access GA@WORK (by SSO, Hybrid, or using the MFA app)?	Please select yes or no.	<p>Have you shared internal communications in your agency about how staff will access GA@WORK (by either SSO, Hybrid, or using the MFA app)? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
3	In your agency, what is the email of the person responsible for educating users on your agency-specific login method?	This is the first person to contact if users require assistance logging into GA@WORK.	<p>In your agency, what is the name of the person responsible for educating agency users on your agency specific login method? *</p> <p>Enter full name</p> <p>email@agency.ga.gov</p>
4	In your agency, what is the role/title of the person responsible for educating users on your agency-specific login method?	Please share their name and role.	<p>In your agency, what is the role title of the person responsible for educating agency users on your agency specific login method? *</p> <p>Enter role title</p>
5	Do you know where to find the job aids available to end users that explain how to sign on to GA@WORK?	Please select yes or no.	<p>Do you know the location of the job aids that are available to end users that teaches them how to sign-on to GA@WORK? <a href="#">Security, Sign-On &amp; Support</a> *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
5-a	If no, please visit the <a href="#">GA@WORK Resource Library</a> to view and access these job aids.	-	<p>Are you aware of the need to communicate to your entire agency about how they will sign on to GA@WORK? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
6	Are you aware of the need to communicate to your entire agency about how they will sign on to GA@WORK?	Please select yes or no, to share insight into this critical activity.	
6-a	If yes, have you prepared a sign-on communication plan?	Please select yes or no.	
6-b	If no, what support do you need?	Sharing what you need helps us know how to provide assistance.	



# Abbreviations

Abbreviations	
<b>SSO</b>	Single Sign-On
<b>MFA</b>	Multi-Factor Authentication
<b>IdP</b>	Identity Provider
<b>POC</b>	Point of Contact
<b>HRD</b>	Human Resources Director
<b>NCN</b>	NextGen Change Network

Refer to this table to understand abbreviations used in this deck.

