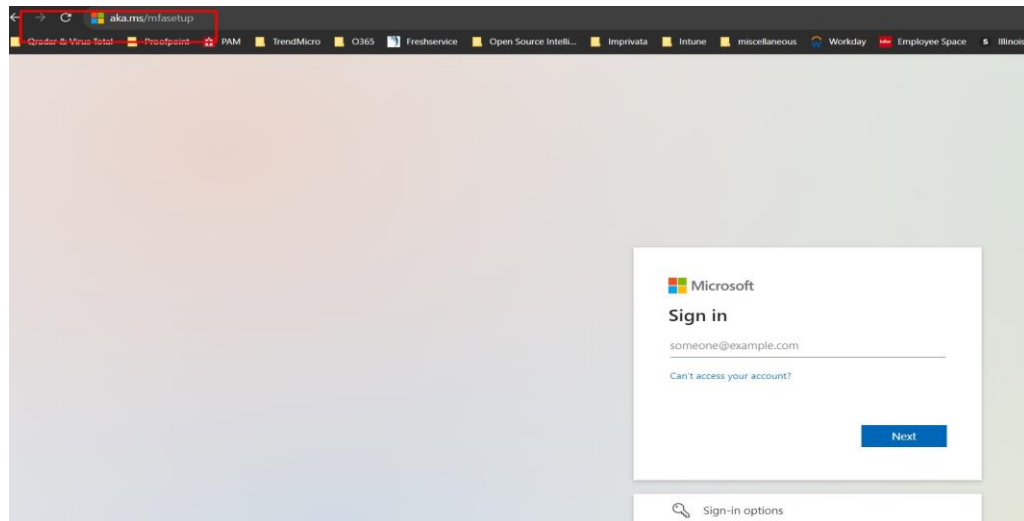
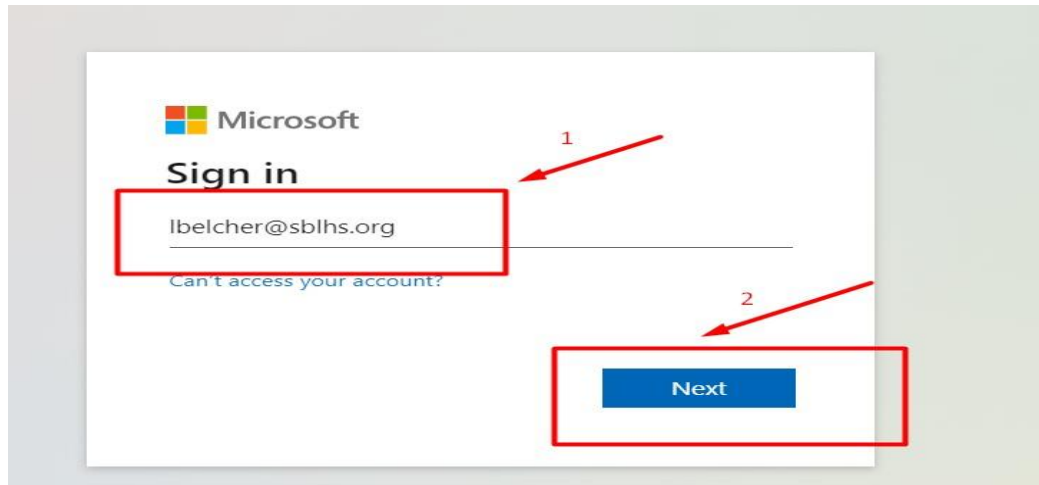


SWI for MFA on Workday

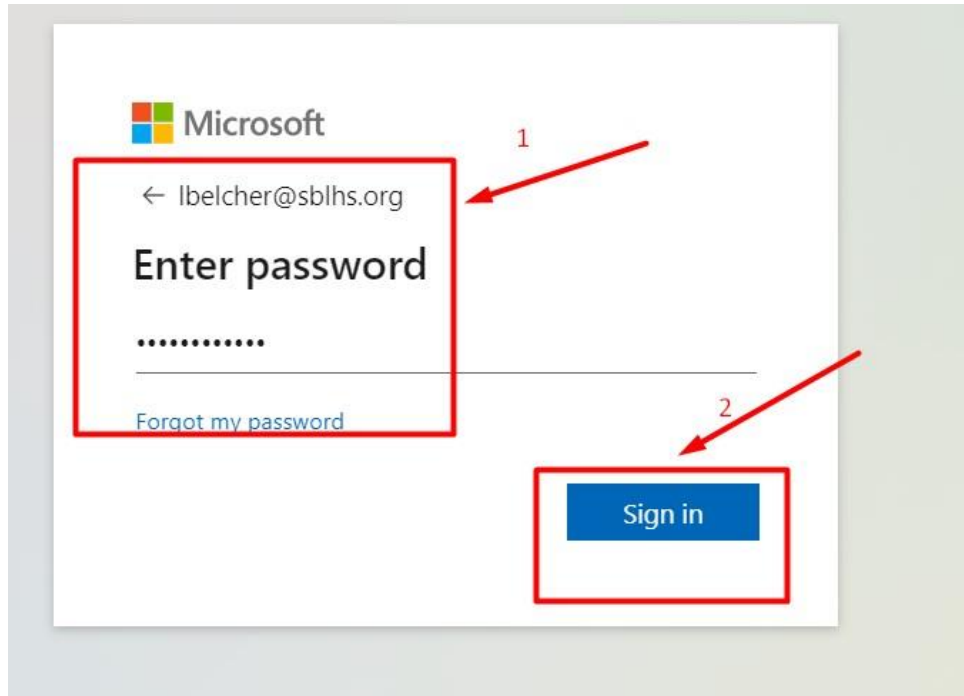
1. Log into your respected workstation
2. Open Microsoft Edge
 - a. Put `https://aka.ms/mfasetup` into the url



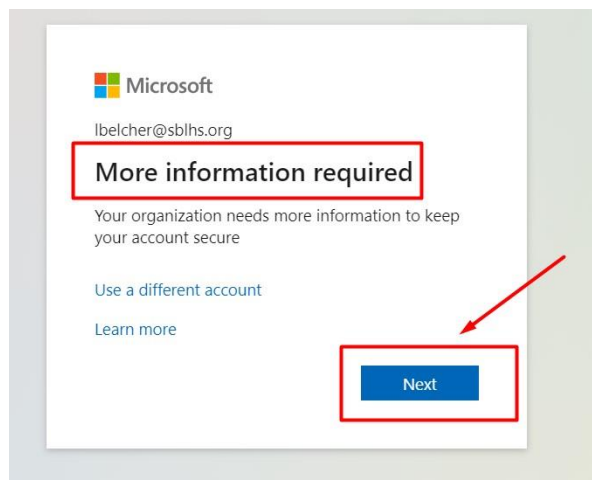
3. Sign into the login prompt with your @sblhs.org email
 - a. Click next when your email is typed in correctly



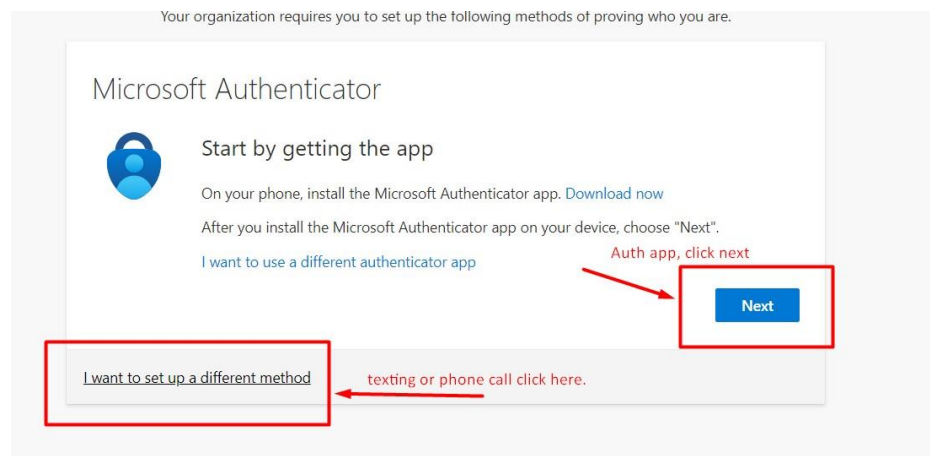
4. This will ask for your password, please type in your password and sign in



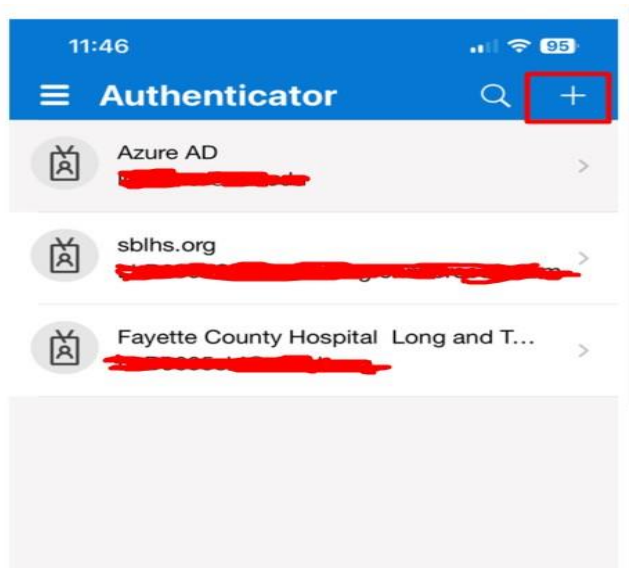
5. You will immediately get a screen saying "More information required"
- Please click next



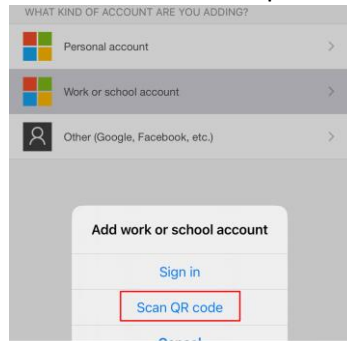
6. You have multiple options here. The SBL security team recommends having two different mfa methods, you do not need two methods these are your choices. (Authenticator app, texting or calling). Please choose which method you prefer.
 - a. Below is the screen you will pick, if you want to use the authenticator application, please click next. If you want to use a different method, please click "I want to set up a different method."



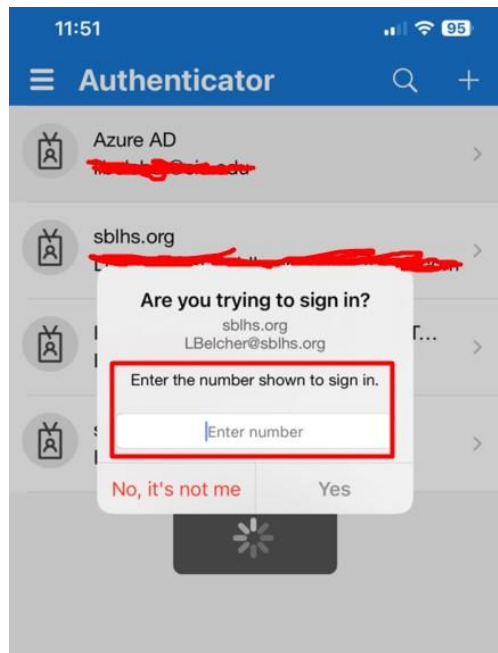
7. Remember, you can always set up another method later.
8. First we will start with the Authenticator app
 - a. You will need to download the Microsoft Authenticator App via apple store or google play store.
9. On your phone, if you are prompted allow notifications
 - a. Add an account by clicking the + sign
 - b. Select "work or school"



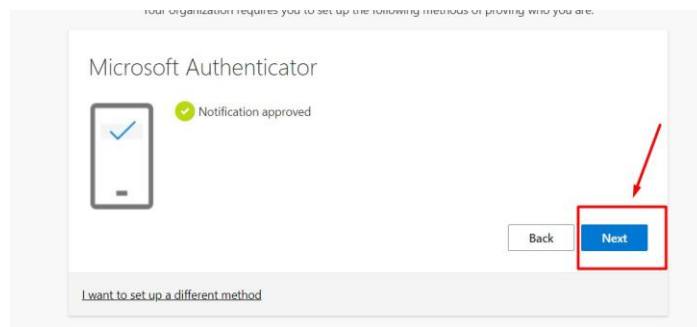
- c. On the computer you should be able to click next and a QR code will pop up 10. Click Scan QR code on computer with your mobile phone.



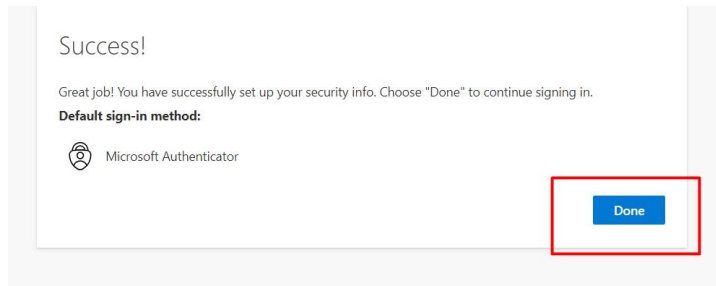
- 11. You will get a number on your computer screen and your phone.
 - a. Please enter that number



- 12. Click next

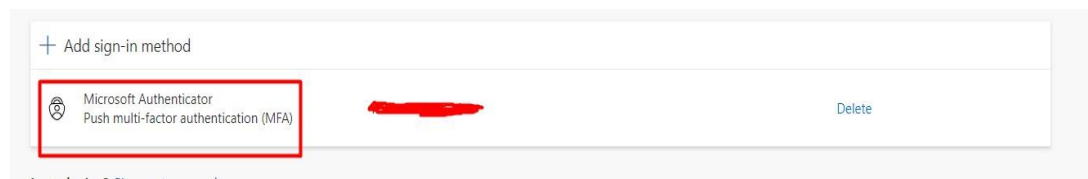


13. Click done

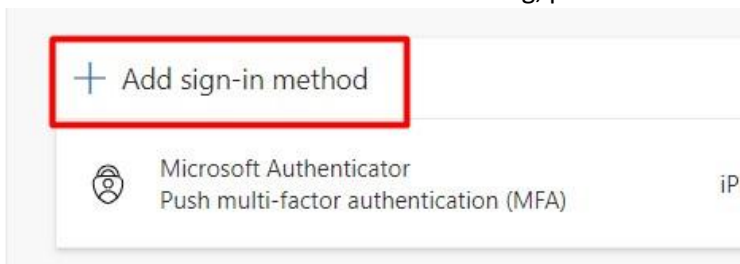


14. Congratulations! You have set up the Microsoft Authenticator Application

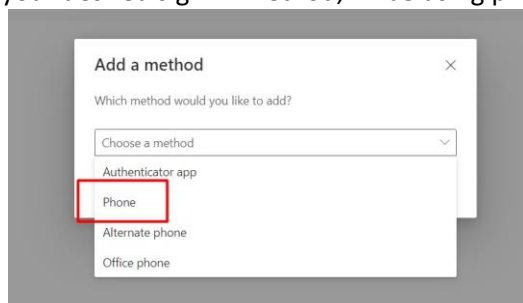
15. Now that you are logged in you should be able to see the Authenticator application in your Security info once signed in.



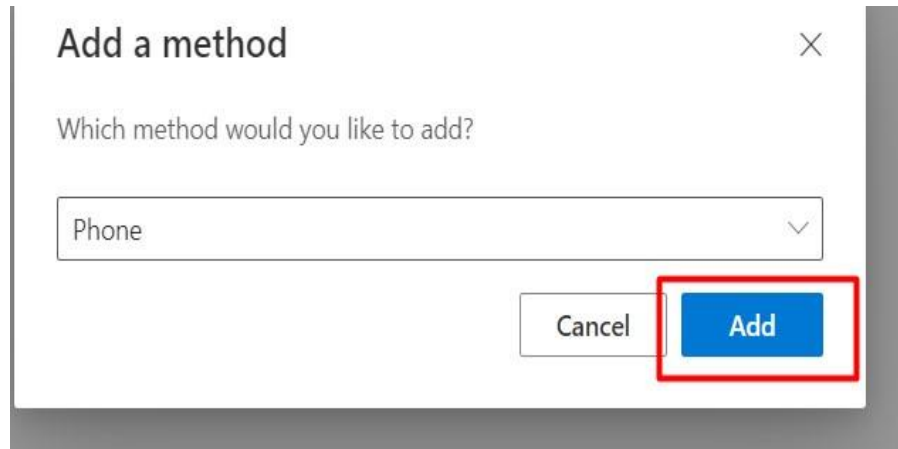
16. If you would like to add a second method like texting, please click Add sign-in method



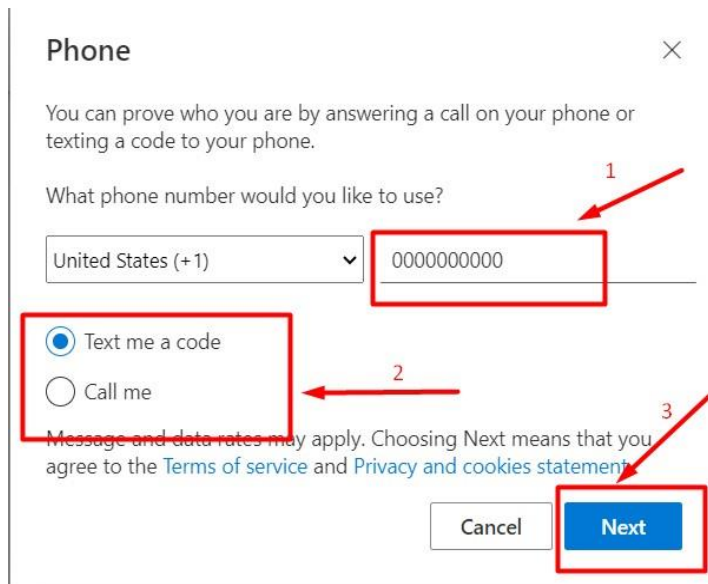
17. Choose your desired sign-in method, I'll be using phone



18. Click on Add

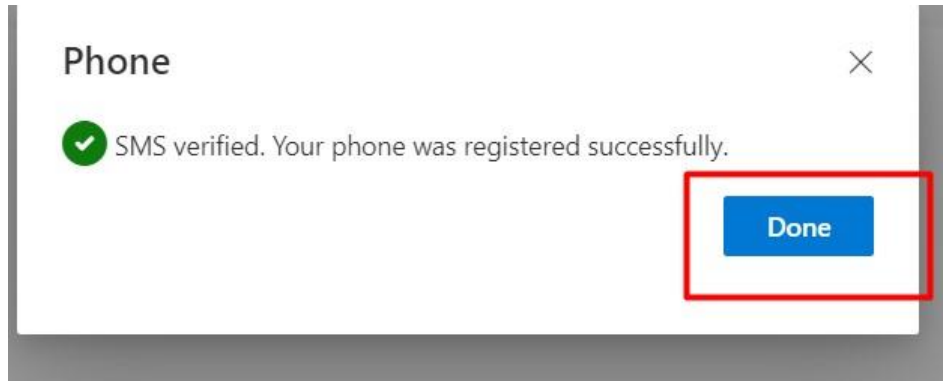


19. Enter your phone number and choose either (Text me a code or Call me)
- Do not use a shared office phone as this can cause unnecessary disturbances.



20. Once you put in your phone number, choose your method then click next
- This will send you a 6 digit code to your phone.
 - Put in this code and click on next

21. After you click next with the correct code, click done



22. You have now added two authentication methods.

