



### **Workday Access**

If you are off-site you can access Workday either:

- Downloading the app on your phone 
- or*
- Visiting the web portal: <https://www.myworkday.com/wday/authgwy/sarahbush/login.html>

### **Microsoft Authenticator (MFA)**

You will need to use the Microsoft Authenticator app to access Workday



To install the app please either:

- Use the install guide: [https://email.eoiservice.com/hubfs/SBL/SWI\\_for\\_MFA.pdf?hsLang=en-us](https://email.eoiservice.com/hubfs/SBL/SWI_for_MFA.pdf?hsLang=en-us)
- or*
- Contact the IS Help Desk at 217-238-4357