



## Accessing Workday Before Your Start Date and After Termination

### Guide: How to Set Up Email Authentication

Please note, email authentication is only required before your start date or after termination. During active employment and/or AmeriCorps service, your access to Workday will be set up through a Single Sign-On (SSO) process.

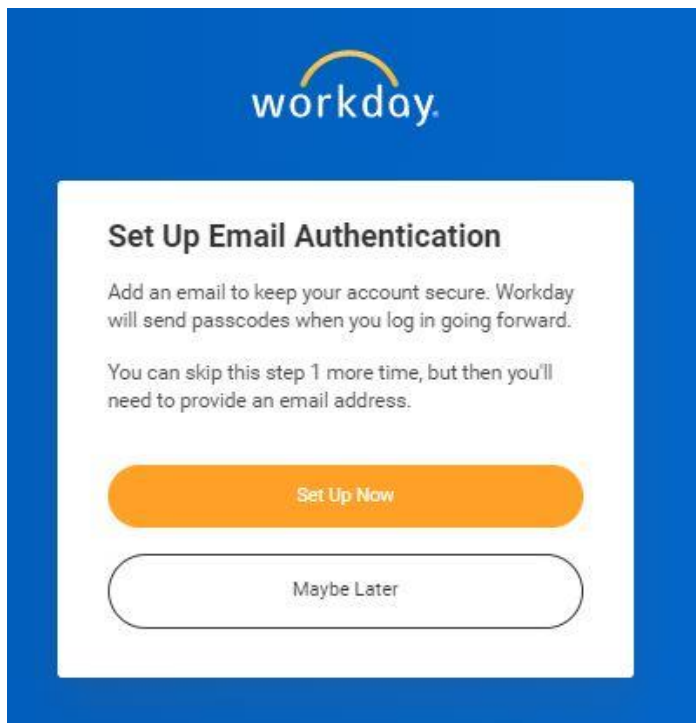
#### Step 1 – Start Set Up

The next time you attempt to log into Workday, Workday will ask you to set up email authentication.

(Note: authentication via SMS or phone call is currently unavailable)

You can choose to skip this step up to one time by clicking **Maybe Later**

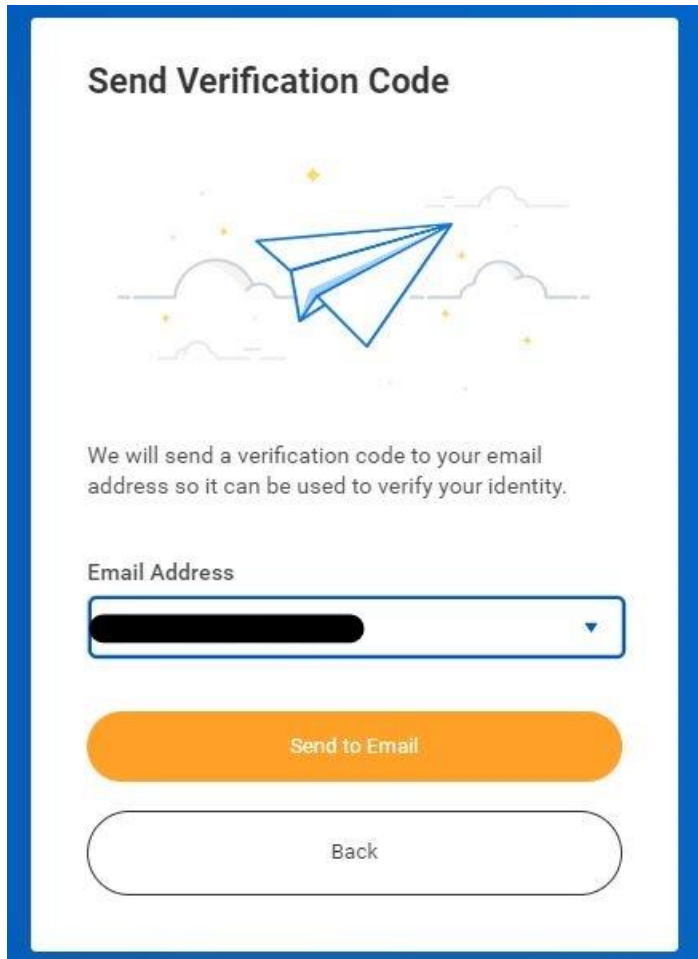
To set up email authentication, click **Set Up Now**



#### Step 2 – Confirm Email Address

Confirm that the email address listed under **Email Address** is an email address you have access to. If you need to update the email address listed, please contact City Year Service Desk at 617-927-2456 between the hours of 8:30 am- 6:00 pm EST.

After confirming the email address is correct, click **Send to Email**

The image shows a mobile app screen titled "Send Verification Code". At the top, there is a blue header bar. Below the title, there is a decorative illustration of a blue paper airplane flying through clouds. The text below the illustration states: "We will send a verification code to your email address so it can be used to verify your identity." Below this text is a label "Email Address" followed by a text input field containing a blacked-out email address. At the bottom of the screen, there are two buttons: an orange button labeled "Send to Email" and a white button with a grey border labeled "Back".

**Send Verification Code**

We will send a verification code to your email address so it can be used to verify your identity.

Email Address

[Redacted Email Address]

**Send to Email**

Back

### Step 3 – Input Verification Code

Check your email inbox for an email from **cityyear@myworkday.com** with the subject line **Workday Login Passcode**. Make sure to double check your spam folders if you do not see the email.

Open the email and look for the verification code (a 6-digit number).



Dear [REDACTED],

Enter the passcode below to log into Workday from your browser:


[REDACTED]

This passcode is valid for 3 minutes.

If you don't recognize this action, immediately notify your organization's Workday administrator and follow your organization's policies to reset your password.

Return to the Workday login screen and enter the code under **Verification Code**. Click **Continue**.

### Enter Verification Code



We sent a verification code to [REDACTED]. Enter this code to verify this email address.

Verification Code

Continue

Back

#### Step 4 – Success!

If the code is entered correctly, you should see a confirmation message like the one below. The authentication process is complete. Click **Done**.

