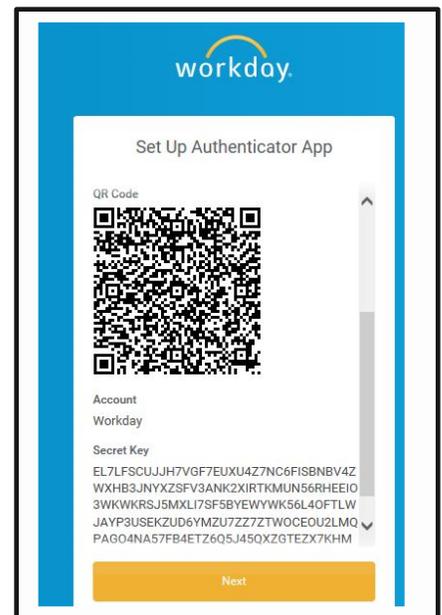# Workday: Authenticator

In the interest of security, certain Workday users with an elevated security group or high-level management with access to many employee records are required to use an authenticator application to log in to Workday. Each time you log in to Workday, you will be asked to enter your user name and password and a six-digit code generated from an authenticator application installed on your smart phone.

Step 1: Visit the App Store for your particular brand of smart phone (i.e. Google Play Store or Apple App Store). Search for "Authenticator App" and install one of the apps such as *Authenticator App or Google Authenticator.*
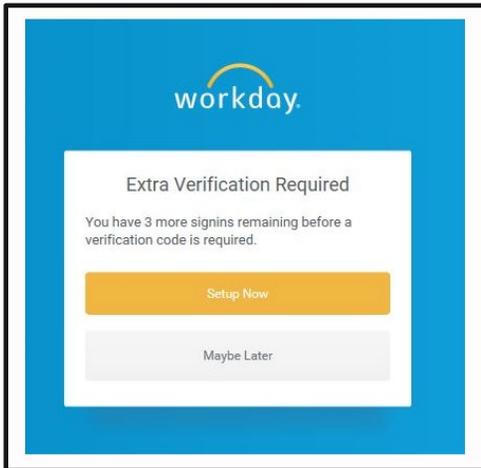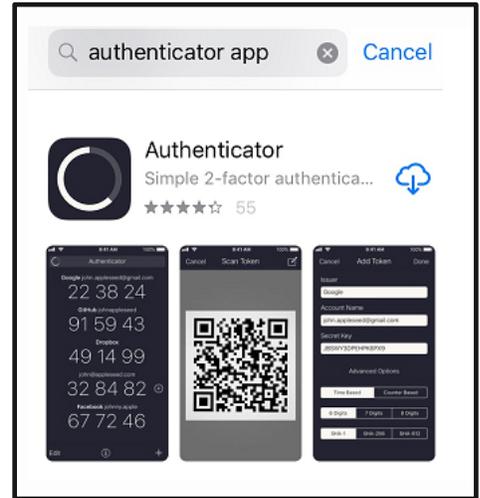
Step 2: Log in to Workday from a computer internet browser. You cannot set this up using the Workday mobile app. You will be asked at login to setup your account. Click **Setup Now**.

Step 3: A QR code will display on your screen. Scroll until your window looks like this.
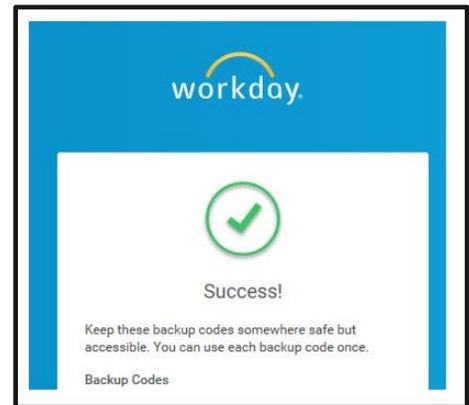
Workday: Authenticator

Step 4: Open the authentication app on your smartphone and follow the instructions to scan the QR code from the Workday screen. Your app should now show a six-digit authentication code for Workday. This six-digit code refreshes itself every minute.

At this point your phone is linked with your Workday account.
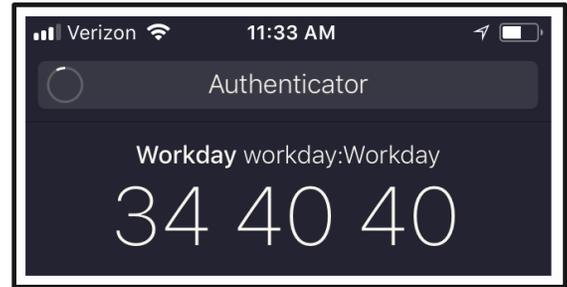
Step 5: Workday will show you a list of one-time-use backup codes in case you misplace your phone and cannot use the authentication app. Write down the backup codes from the screen and save them in a safe place.

Step 6: Enter the six-digit authentication code from your authenticator app in the Security Code field in Workday.
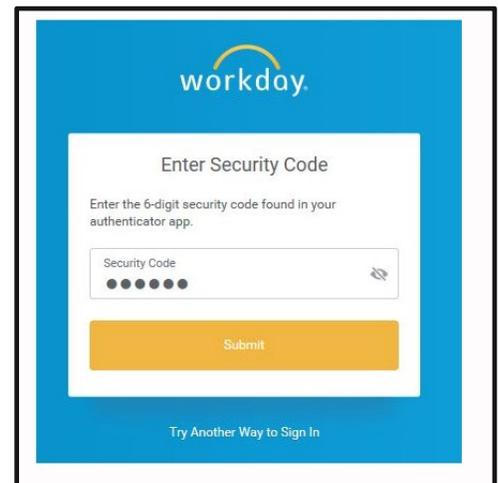
If you replace your smartphone or accidentally delete your authenticator app, please contact RHA IT support to have your account reset. Once you obtain a new smartphone or re-install the app, you will have to go through the enrollment process again.