

Workday Login Guide

This job aid will show you how to log into your Workday profile on a desktop web browser. It also explains how to use our Multifactor Authentication (MFA) services to verify your account before accessing Workday.

LOG-IN STEPS FOR WORKDAY

1. Navigate to the LCMC Health's Workday homepage by clicking on the Workday Link in the Quick Links section of Inside LCMC Health home page (<https://lcmchealth.sharepoint.com/home.aspx>)

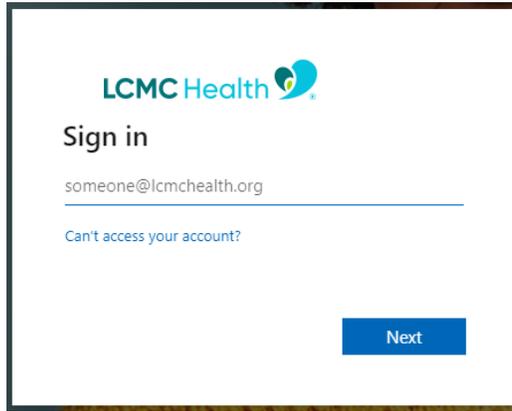
The screenshot displays the 'Inside LCMC Health' homepage. At the top, the text 'Inside LCMC Health' is visible. Below this, there is a large banner with a woman holding a smartphone, asking 'Are you Workday ready?' and announcing 'Go-live is April 3'. To the right of the banner, there is a section titled 'Upcoming Events' listing two events for April 3: 'All Day Event People Service Center launches' and 'All Day Event Workday Go-Live'. Below the banner, there is a 'Quick Links' section with a red box around the 'Workday' link. Other links include 'ADP / My Time', 'Be Well Center', 'Brand Center', 'Brand Store', 'Emergency Preparedness', and 'Employee Health - Employee Portal'. To the right of the Quick Links is a 'News and Announcements' section with the headline 'People Service Center Launching on April 3' and a 'View All Announcements' link. Further right are three icons: 'COVID-19 Updates', 'Hurricane Info', and 'Epic - Project Empire'. At the bottom right, there are three more icons: a calendar, a bar chart, and an envelope.

For everything Workday visit [LCMHealth.org/workday](https://lcmchealth.org/workday)

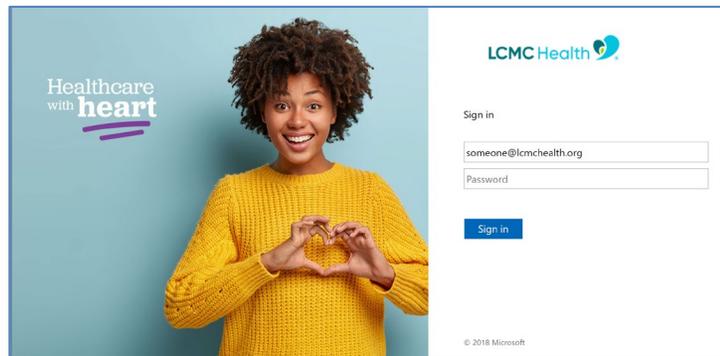


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2. Enter your Network ID in the box and click **Next**



3. After clicking **Next**, another login box will appear. Verify your Network ID in the **Username** box and enter your Network Password in the **Password** box then click **Sign In**



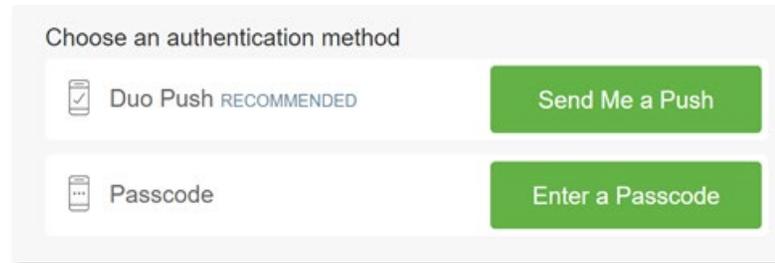
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4. After clicking **Next**, there are 3 scenarios that may occur (a, b, or c):

a. You see a screen with two Green Buttons that are connected to the Duo Mobile App



- i. **If you have already activated your Duo Mobile App** - you can use either button to authenticate yourself. To use Duo Push, click **Send Me a Push**, open your Duo Mobile App, and click the **Green Check** that pops up. To use Duo Passcode, click **Enter a Passcode**, open your Duo Mobile App, and enter the 6-digit passcode from the App. After completing this step, you will be taken to your Workday profile.
- ii. **If you HAVE NOT activated your Duo Mobile App** - follow the steps in [this section](#). Then, complete step 4.a.i above.
- iii. **If you need to REACTIVATE your Duo Mobile App** - follow the steps in [this section](#). Then, complete step 4.a.i above.

b. **You are taken straight to Workday** (this means you have been assigned a Microsoft Authenticator license and are accessing Workday from an LCMC device behind the LCMC Health firewall - no further action is required)

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- c. You see a screen asking how you would like to be contacted for authentication through your mobile phone number

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

Next

- i. Ensure that the phone number listed is your current cell phone number (this is very important)
- ii. Choose whether you would prefer to authenticate via text or by phone call
- iii. Follow the instructions for your chosen option. After completing this step, you will be taken to your Workday profile.

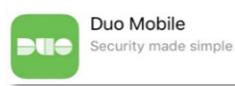
For additional technical issues, please contact the Workday Go-Live Help Desk at 504.962.6101

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ACTIVATING DUO MOBILE FOR MULTI-FACTOR AUTHENTICATION (MFA)

If you have not previously set up Duo Mobile, follow these instructions:

1. From your mobile phone, download Duo Mobile from the App Store, Marketplace, etc.



2. From a PC, open a web browser and navigate to this [link](#)
3. Enter your LCMC Health Network ID and Password and click **Log On**

4. Click **Start Up**
5. Select **Mobile phone** and click **Continue**
6. Enter your mobile phone number, check the box to verify the phone number, and click **Continue**

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7. Select the type of phone you are using and click **Continue**
8. Click **I Have Duo Mobile Installed**
9. Open the Duo Mobile App on your phone and click the + to add a new account



10. Hold your phone camera up to the PC to scan the on-screen bar code. Once scanned, you will see a check across the on-screen bar code. You will also see the LCMC Health Protected Profile on your mobile phone.

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REACTIVATING DUO MOBILE FOR MULTI-FACTOR AUTHENTICATION (MFA)

If you have already enrolled in Duo but your account has been deactivated or you purchased a new device which requires association with your LCMC Health Duo account:

1. From your mobile phone, download Duo Mobile from the App Store, Marketplace, etc.



2. From a PC, open a web browser and navigate to this [link](#)
3. Enter your LCMC Health Network ID and Password and click **Log On**



For everything Workday visit LCMHealth.org/workday

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4. Click **My Settings & Devices** on the left
5. Click **Enter a Passcode**
6. Click **Text Me New Codes**
7. You will receive a text message with 10 passcodes
8. Return to the PC, enter the first code, and click **Log In**
9. The My Settings & Devices screen will appear with your device and phone number listed
10. Click **Device Options**
11. Click **Reactivate Duo Mobile**
12. To verify ownership of the mobile device, select **Text Me**, enter the 6-digit code you receive, click **Verify**, then click **Continue**
13. As you walk through the menu, click your **Phone Type** which identifies which device has DUO installed
14. From inside the Duo Mobile App, tap the + button and scan the barcode with your phone



15. Click **Continue**
16. You can either click **Back to Login** or change your preferred authentication method

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