

There are two methods that can be used to access Workday via your computer: (A) Single sign on (this is the preferred method if you have a company email address) or via (B) username and password.

Method 1: Single Sign-On

1. In your internet browser, open [Workday](#).
2. Select **Single Sign-On**.
3. The Workday **home page** opens.



Method 2: Username/Password

Note: Using this method requires that the Microsoft Authenticator app be set-up on your smartphone. See the instructions below to complete this initial one-time set-up.

1. In your internet browser, open [Workday](#).
2. On the web page that opens, select **User Name / Password**.
3. Enter the **username** and **password** (this information is provided in the [email message received from Workday](#). The subject line of message reads: Workday Login Information).
4. Click the **Sign in** button.
5. Open the **Authenticator app** on your smartphone.
6. Using the code under [AAON Workday](#), enter the **Security code** in the field provided on the screen.
7. Click **Submit**.

Username/Password Initial Set-Up

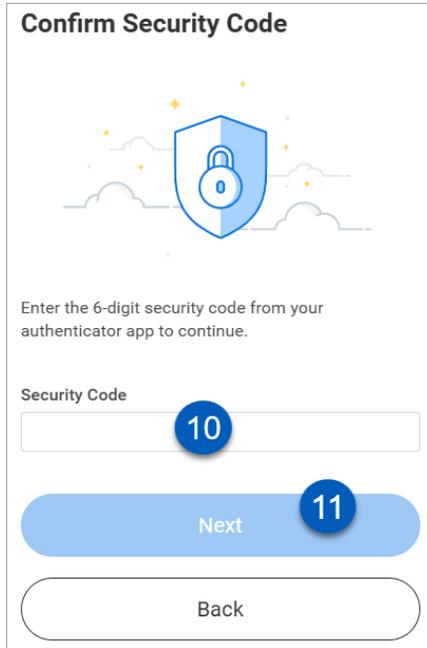
1. In your internet browser, open [Workday](#).
2. On the web page that opens, select **User Name / Password**.
3. Enter the **username** and **password** (this information is provided in the [email message received from Workday](#). The subject line of message reads: Workday Login Information).
4. When prompted to set up **Extra Verification**, click **Set-Up Now**.
5. On your smartphone, open the **Authenticator app**.
6. Press the **blue button** in the bottom right corner of the screen.



- Hold up the camera on the smartphone to the **QR code shown** on the screen.
- AAON Workday** is added to the **Authenticator app**.



- Click **Next** on your browser.
- Enter the **Security Code** from the **Authenticator app** (AAON-Workday key) into the corresponding field on your browser.
- Click **Next**.



- After successfully authenticating, you should receive this message. Click **Done**.

Note: For more information on the Microsoft Authenticator application, please [click this link](#).

