WORKDAY ACCESS USING OKTA

FIRST-TIME ACCESS: PASSWORD AND SECOND FACTOR SETUP USING OKTA

Step-1: Copy/paste the following URL into your browser: https://howard.okta.com/

Step-2: You will receive the Okta Login Screen as shown below. Enter your Username provided (beginning with HF) and **temporary password** provided by the Administrator.

HOWARD UNIVERSITY

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This is the first time you are connecting to howard.oktapreview.com from this browser ×
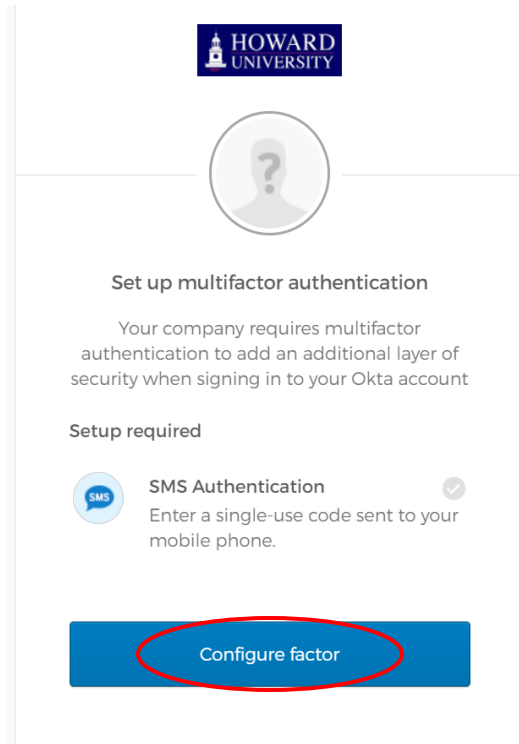
Sign In

Username

HFB999999

Password

••••••••••••••

☐ Remember me

Sign In

Need help signing in?

Step-3: Set-up the Second-Factor SMS Authentication, click on "Configure factor" as shown below

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account
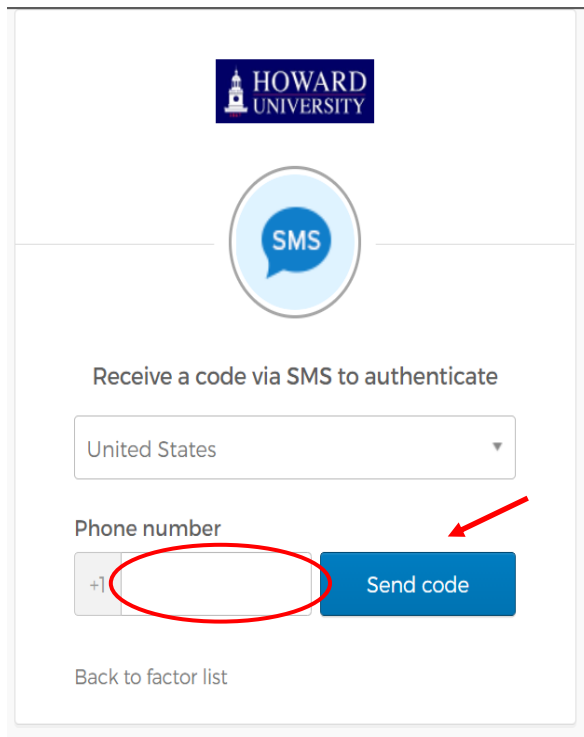
Setup required

SMS Authentication
Enter a single-use code sent to your mobile phone.

Configure factor

Step-4: Provide the US mobile phone number on which you want to receive the SMS authentication, then click on "Send Code". <mark>This phone number will be used by Okta for sending all future SMS codes.</mark>

Receive a code via SMS to authenticate

United States
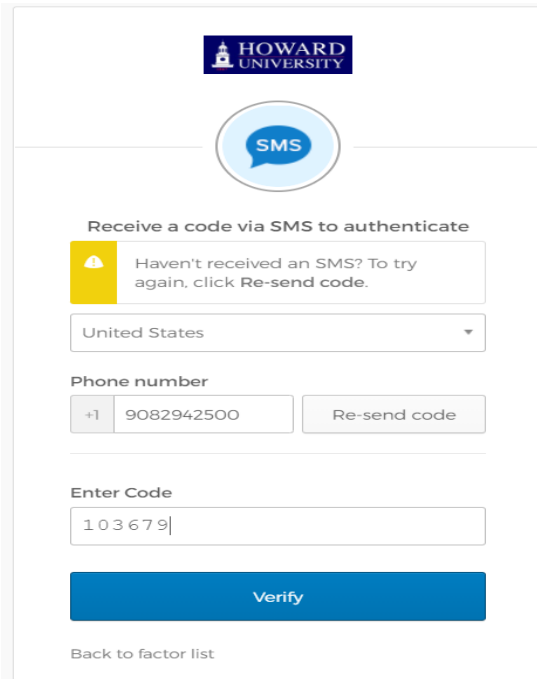
Phone number

+1

Send code
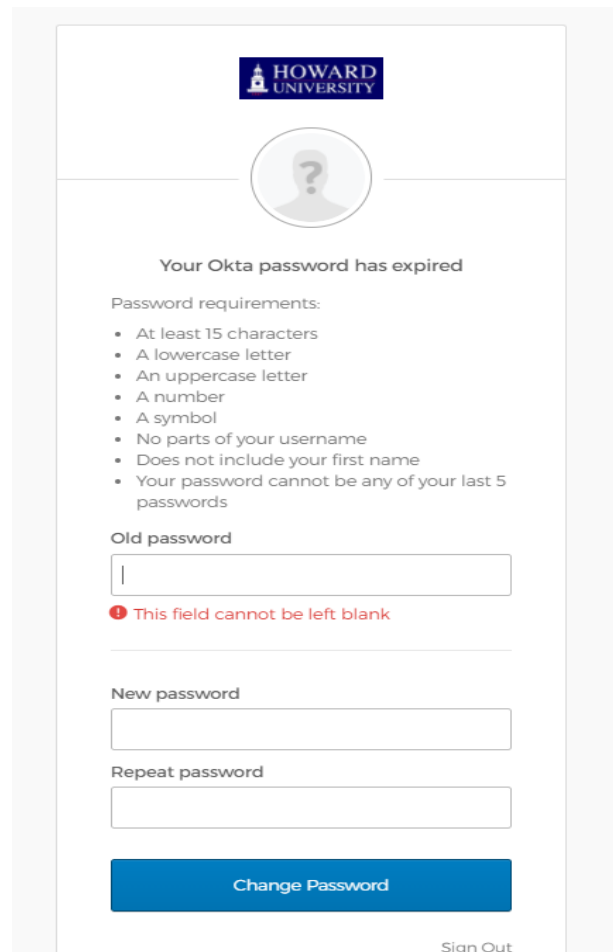
Back to factor list

Step-5: Confirm the mobile phone number by entering the code from Okta verification text message received on your mobile phone. Then click on "Verify".

Step-6 Update the password with Howard compliant password. In the "Old password" field, enter the temporary password provided by your Administrator. Enter a new password using password policy displayed on screen (as shown below) and then click on "Change Password":

Step-7: Complete Okta user registration by selecting the account recovery security question answers and select the log-in screen image (only if displayed – Okta may not ask you to elect an image during the first-time login). Click on "Create My Account" to complete the first time user setup.
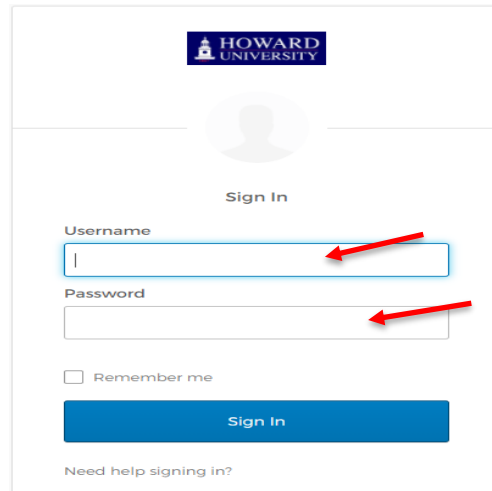
Step-8: Users should see "Workday" application icon in the Application section if you are setup with access to Workday. <mark>This is the Okta Landing page.</mark> Click on the Workday application icon to get seamless access to Workday application, without entering any more credentials.
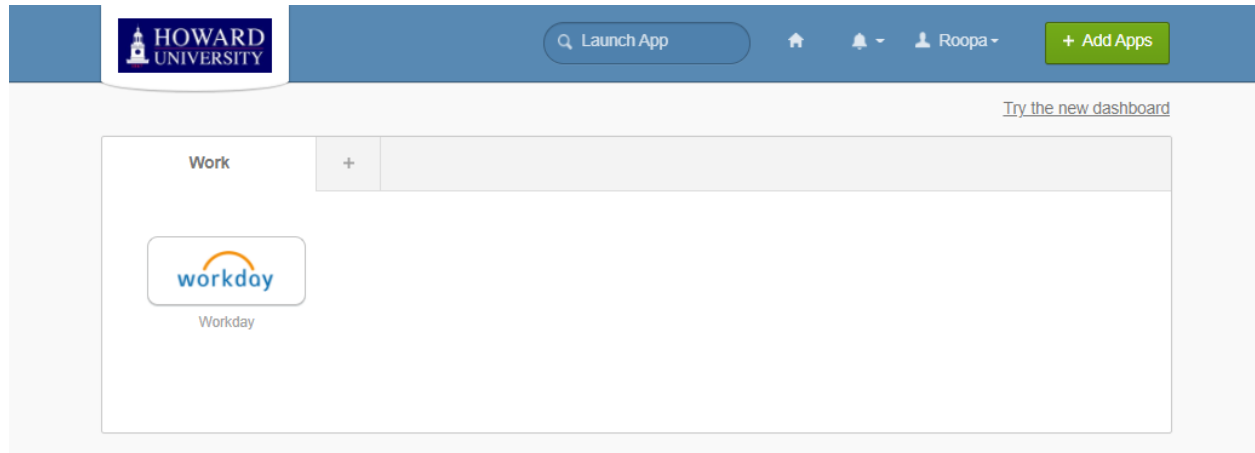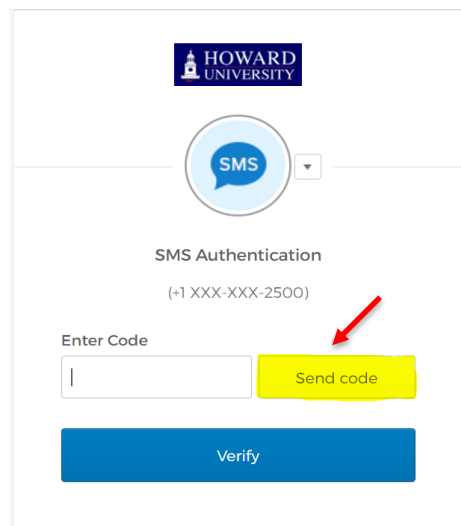
ONGOING LOGIN STEPS:
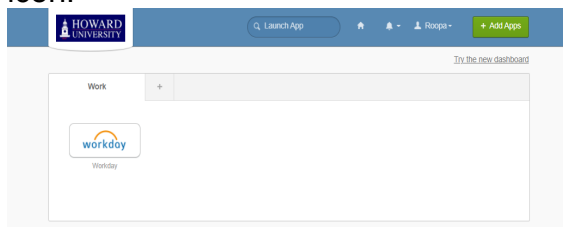
Copy/paste the following URL into your browser: https://howard.okta.com/ to receive the Okta login screen below:

Click on the "Send Code" on the Multi-factor SMS screen.
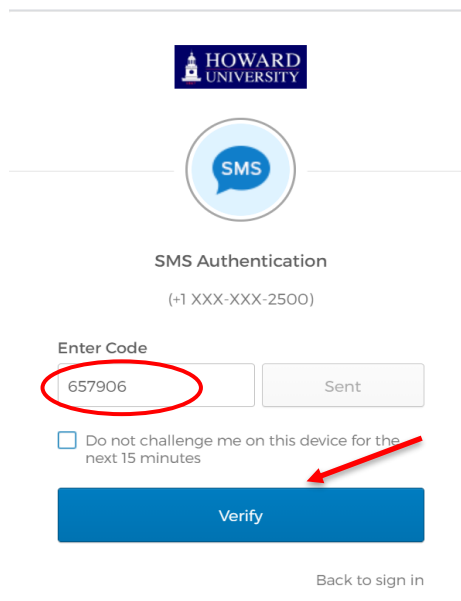
Click on the SMS Code received from Okta and Click on "Verify". You will be authenticated into Okta and taken to the Landing Page with Workday application icon.

Click on the Workday application icon to access the Workday application.