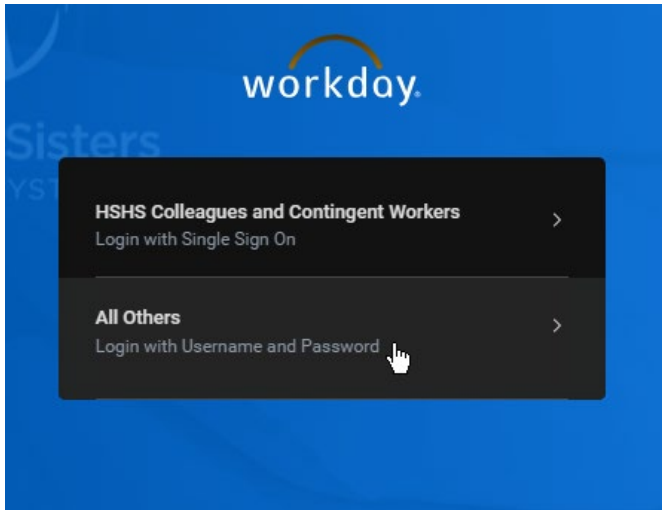


MFA Setup Instructions

1. Open the Workday app on your computer or download to your phone.
 - a. <https://www.myworkday.com/hshs>
2. Choose – “All Others”.

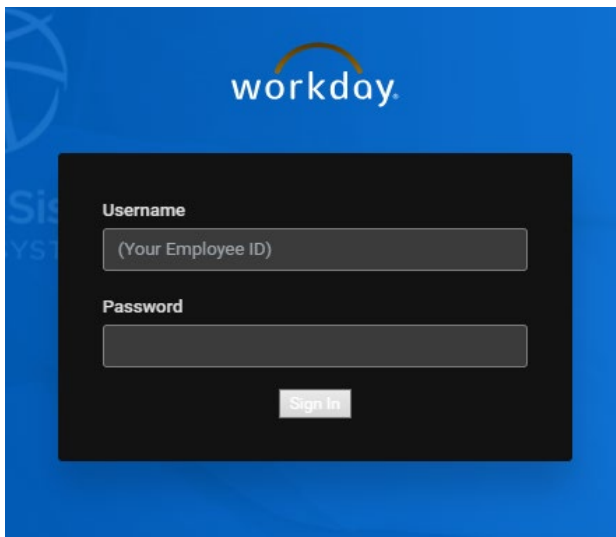


3. Enter Employee ID and Password:

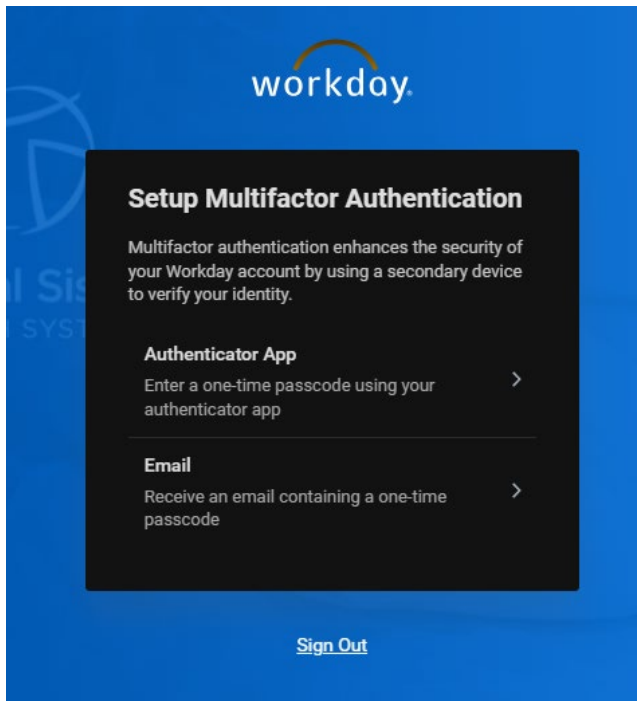
Username: Your 6-digit colleague ID number

Password: First 3 characters of your last name (first character capitalized) followed by your full birthdate (mmddyyyy) and an exclamation point (example: Han07021987!)

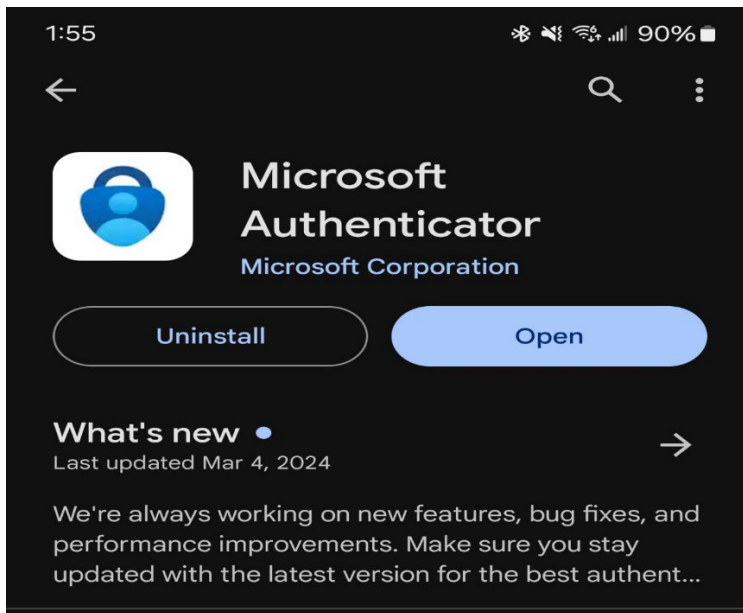
- If you experience login difficulties and need assistance, please contact the HSHS HR Service Center at 1-855-394-4747.



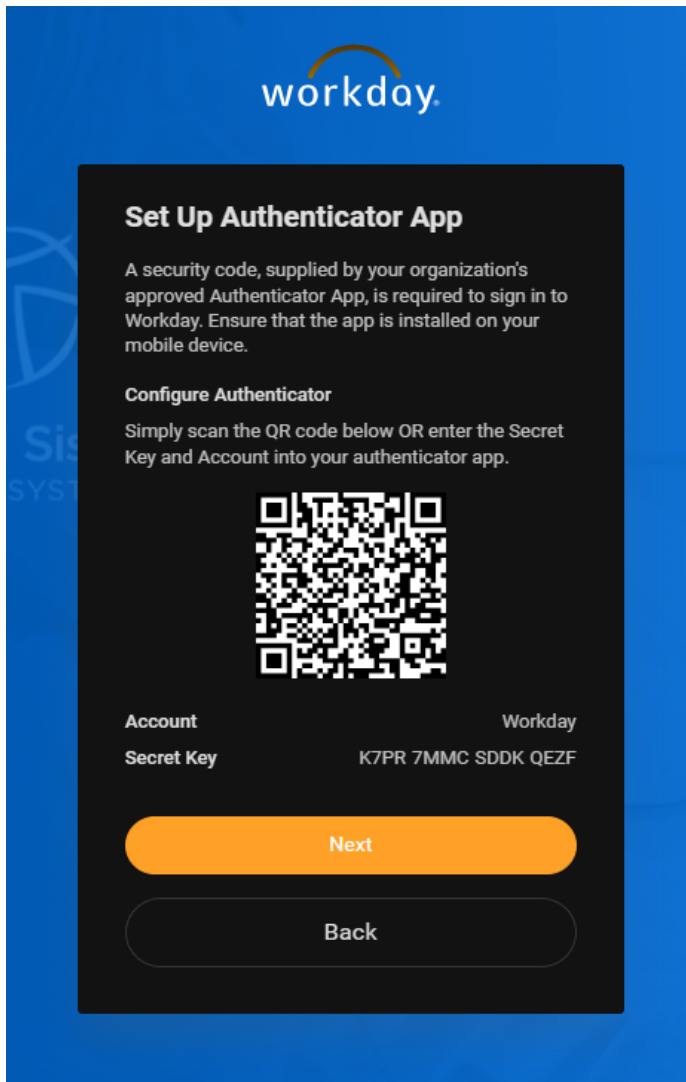
4. Choose the option for authentication which works best for you (See setup instructions below)



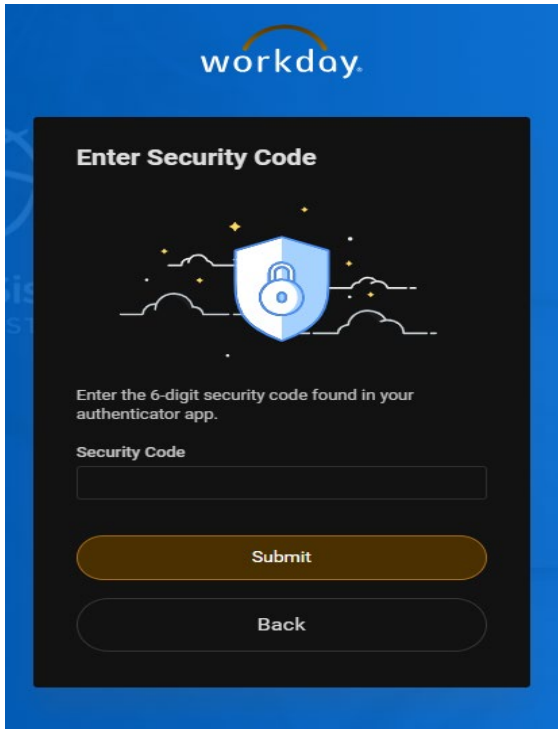
Option 1: Using a computer - Download Microsoft Authenticator App to your phone prior to scanning QR Code



5. Install Microsoft Authenticator Application on your phone.
6. Once in the app, click the + symbol to add an account.
7. Choose Work or School Account.
8. Click "Scan a QR Code".



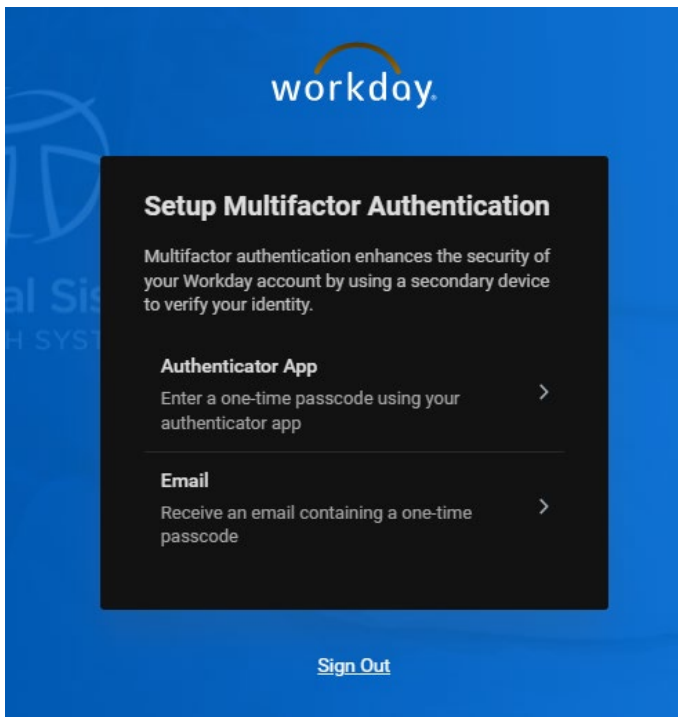
9. Scan the QR Code showing on your computer screen.
10. Click Done.
11. Click the newly created Workday account in the Microsoft Authenticator App (You will see the 6-digit code provided).
12. Click Next.
13. Enter 6-digit code supplied by the Microsoft Authenticator App.



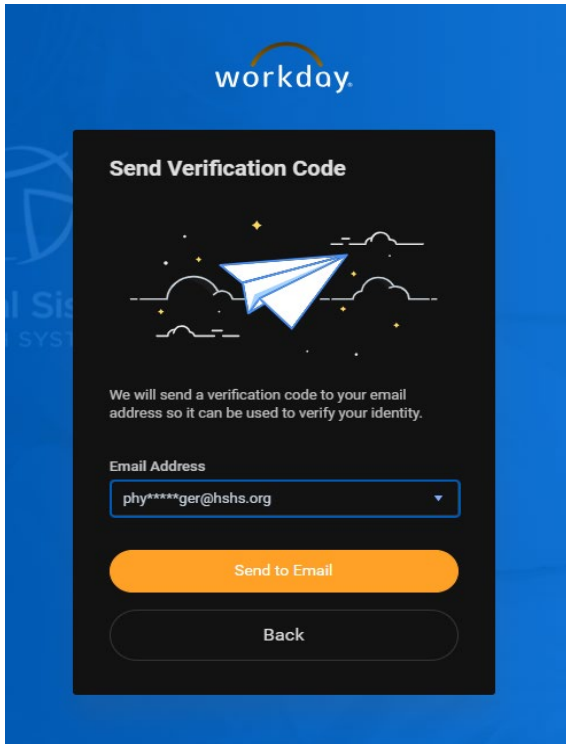
14. Click Submit.

15. You will now be able to access Workday. Please see “View/Accept Severance Agreement” below.

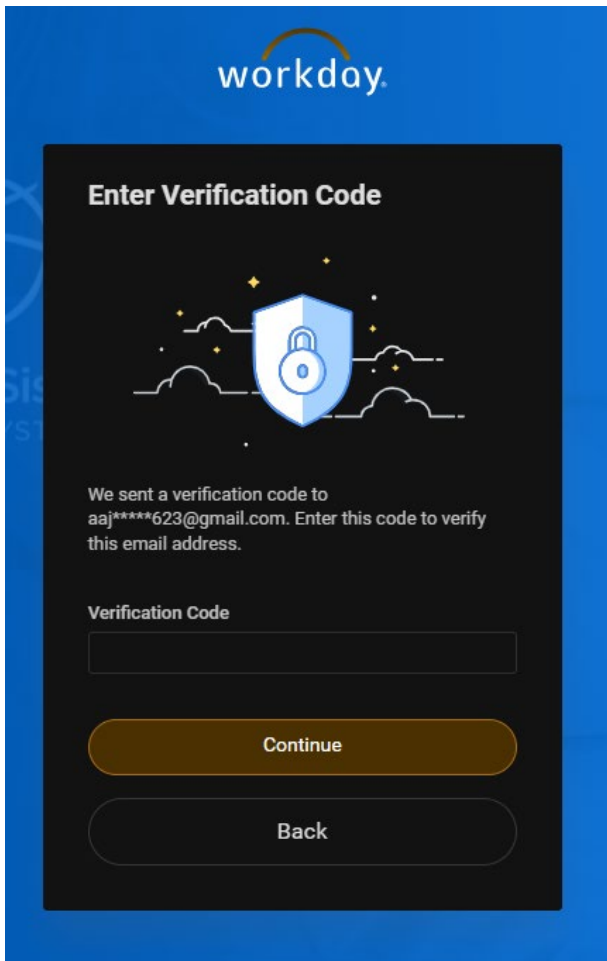
Option 2 – Using computer or cell phone - Email Multifactor Authentication Setup



1. **Verify it's your home email address.**



2. Click "Send to Email".




3. Enter 6-digit code supplied by the email in the **Verification Code** field.

You will now be able to access Workday. Please see "View/Accept Severance Agreement" below.

View/Accept Severance Agreement

Welcome

Awaiting Your Action


 **View/Accept Severance Agreement:** [redacted] (Terminated) ([redacted])
My Tasks - 17 hour(s) ago

Please click on "I agree" if you wish to accept the severance agreement, and then click "Submit".

View/Accept Severance Agreement

Review Documents for Terminate: [redacted] (Terminated) [redacted] ⋮

Documents

Document	 Severance Agreement-BELOW DIRECTOR - HSHS (Non-Executive) Final 2024-04-17.pdf
Instructions	*** IMPORTANT NOTE: COLLEAGUE SHOULD NOT EXECUTE THIS AGREEMENT PRIOR TO THE DAY FOLLOWING THE COLLEAGUE'S LAST DAY OF EMPLOYMENT. COLLEAGUE HAS HEREBY BEEN ADVISED TO CONSULT WITH AN ATTORNEY REGARDING THE TERMS OF THIS LETTER.
Signature Statement	BY CHECKING "I Agree" AND PRESSING "Submit", THE PARTIES AGREE TO ALL OF THE TERMS AND UNDERSTAND THAT THE PARTIES ARE LEGALLY BOUND BY THE SEVERANCE AGREEMENT DOCUMENT PRESENTED ABOVE.
I Agree	<input type="checkbox"/>

Comment

Submit Save for Later Cancel