

WorkDay

Adding a second device to your Workday account

Go to: <https://www.suffolk.edu/workday>

Click Current Employees

Sign in with your Suffolk username and password

At the next window, Click Cancel:

Click the Settings button

Select My Settings & Devices

Within the dialog box, you will be asked to Authenticate your device (Call me or Enter Passcode) Authenticate using existing device

At the My Settings & Devices window

Click the +Add another device link

Follow prompts to add your device (Mobile phone, Tablet, Landline - choose one)

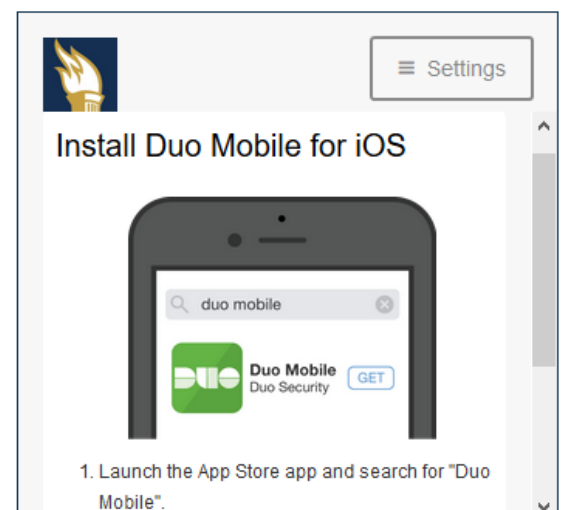
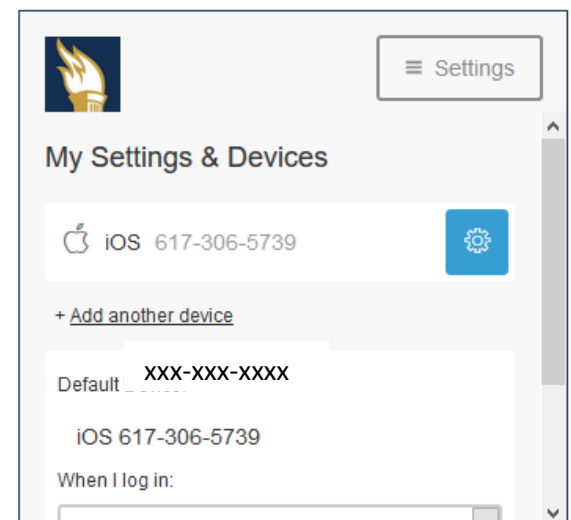
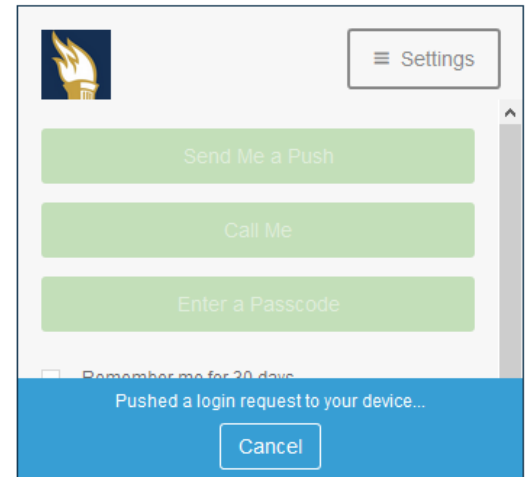
Next enter your phone number and check off that the number is correct

Click Continue

Next select the type of phone.

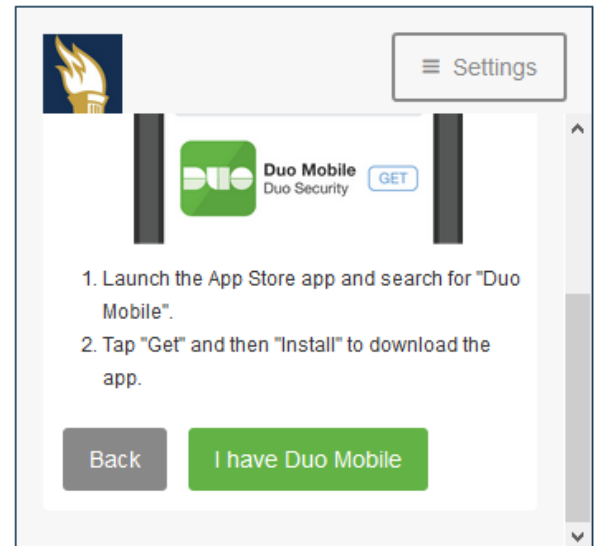
If cell phone, the Duo Mobile window will appear:

For security reasons, we require additional information to verify your account



If you do not already have the Duo app on your phone, please download it from the apple store or google play.

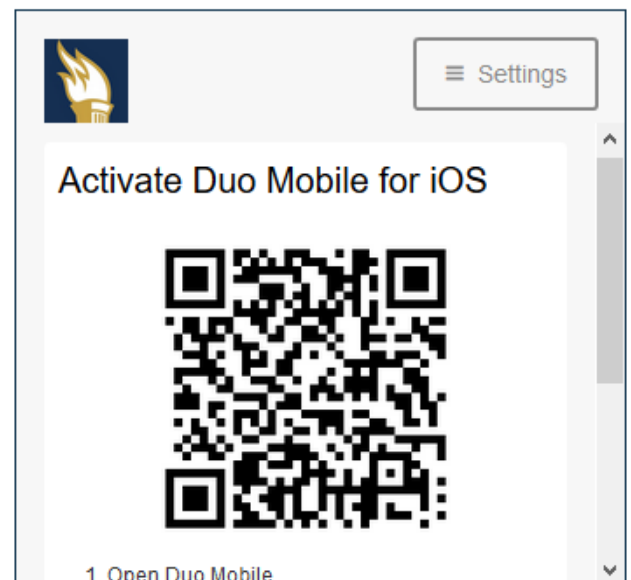
Then Scroll down and click 'I Have Duo Mobile'



A barcode will appear.

On your phone, Open Duo Mobile, Tap the + Button and Scan the barcode.

Scroll down this window and Click Continue



My Settings & Devices window will appear, scroll down and choose your Default Device:

Click Continue to Login

