

Install Workday on your mobile device

For employees with a non-ia.ca email address or employees on leave

Prerequisite: You must have access to a device other than the one on which you wish to install the Workday mobile app.

For information security reasons, when connecting outside iA's secure network, an additional identity check will now be **required**. This requirement affects all mobile apps authorized by iA Financial Group, including **Workday**.

Why do we need an additional identity check?

iA Financial Group wants to offer its employees the ability to work where they want, on the device they want, like a cell phone, tablet or personal computer.

This mobility must take into account the fact that iA Financial Group's credibility is based on its ability to protect employee and client information. Additionally, in a technological environment where risks continue to increase (hacking, phishing, identity theft, etc.), it is necessary to strengthen your level of security.

For any questions please refer to our Frequently asked Questions document ([FAQ](#)).

Step 1: Download the Workday app on your mobile device

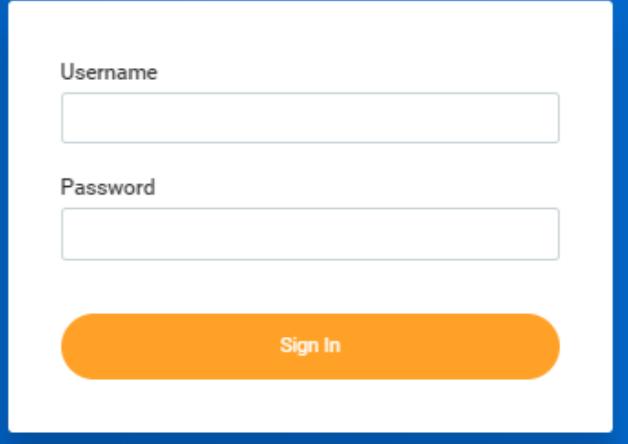
<p>Download the Workday mobile app. Follow one of the following procedures to install the app. Do not open the app once it has been downloaded. Please proceed to step 2.</p>	 Applications Workday Workday, Inc. 3.8 *	<ul style="list-style-type: none"><input type="radio"/> Apple device<input type="radio"/> Android device
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Step 2: Download the Microsoft mobile authentication app

<p>Download Microsoft Authenticator. Follow one of the following procedures to install the app.</p>	 <ul style="list-style-type: none"><input type="radio"/> Apple device<input type="radio"/> Android device
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Step 3: Link Workday and Microsoft Authenticator

Note: For security reasons, Microsoft may slightly change the order of steps.

1. Log in to Workday on a computer or other mobile device.	https://wd3.myworkday.com/wday/authgwy/ia/login.html
2. Click on <i>All other email addresses and employees on leave.</i>	
3. Log in with your regular Workday credentials. <u>About the username:</u> <ul style="list-style-type: none">• If you are a user with a non-ia.ca email address: It is your work email address.• If you are on leave: It is your personal email address. <u>About the password:</u> It is the password you defined after receiving your temporary password by email.	
4. An extra validation window will appear. Click <i>Setup Now</i> .	

5. A QR code will appear.

Proceed to step 6 of this procedure
without clicking on *Next*.

Set Up Authenticator App

A security code, supplied by your organization's approved Authenticator App, is required to sign in to Workday. Ensure that the app is installed on your mobile device.

Configure Authenticator

Simply scan the QR code below OR enter the Secret Key and Account into your authenticator app.

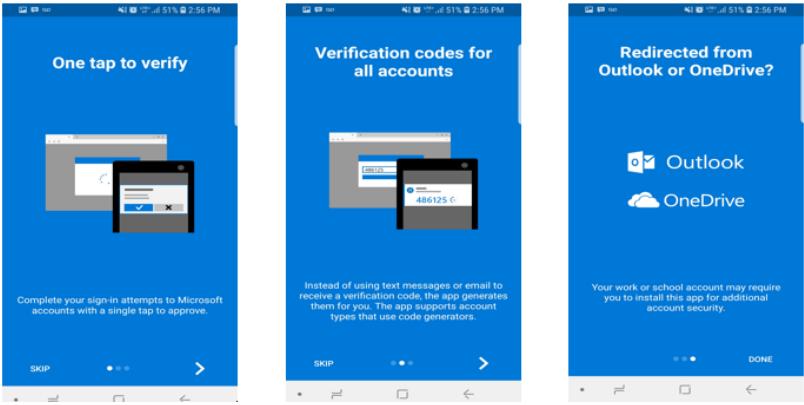
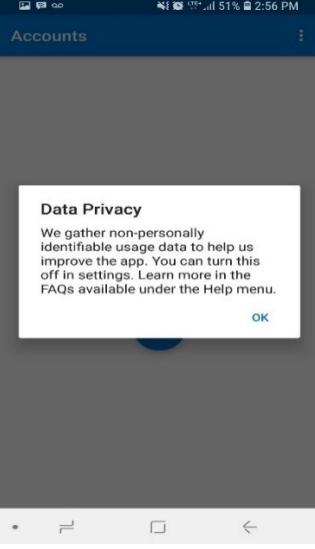
QR Code



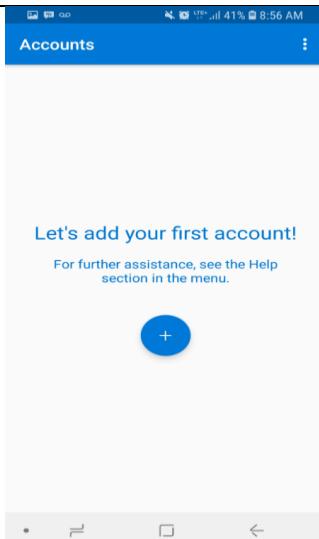
Account

Next

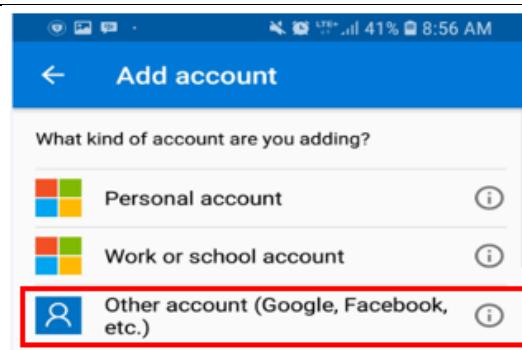
You can now use your mobile device.

6. Open the Microsoft Authenticator app.	
7. Allow Microsoft Authenticator to send notifications. For Apple devices only – this step was already completed when downloading the app on Android devices.	
8. Scroll through the following screens.	
9. Click on OK in the Data Privacy notification.	

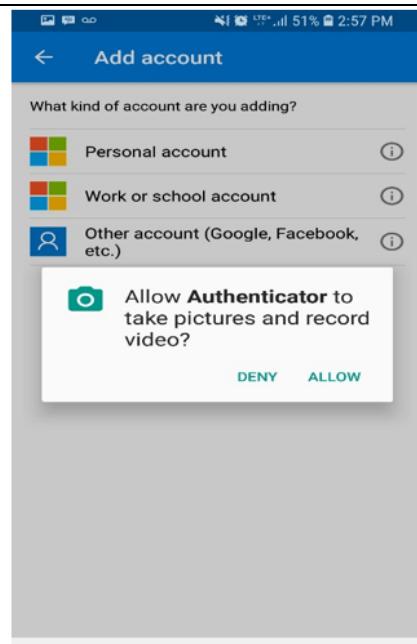
10. Add an account.



11. Click on *Other account*.

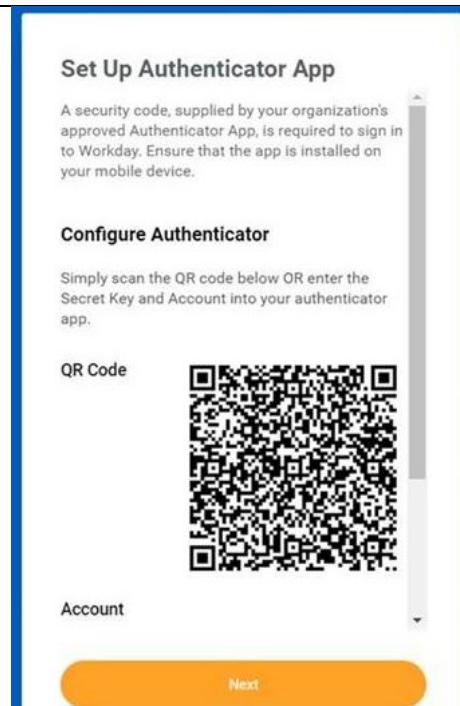


12. Click on *Allow*.

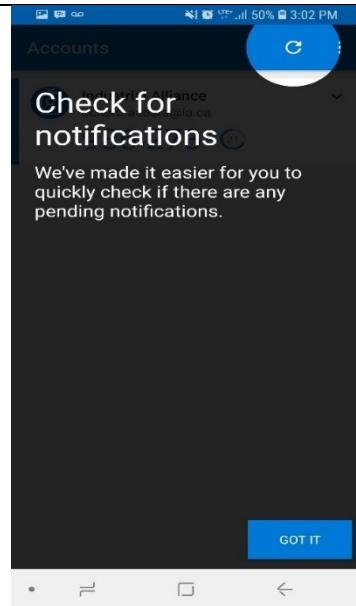


13. Scan the QR code on the computer screen (code from step 5).

Note: If the code has expired, redo steps 4 and 5, then steps 9, 10 and 12 of this procedure to generate a new code. Scan this new code.



14. Click on *GOT IT* on the *Check for notifications* screen.



15. A six-digit code will appear in the Microsoft Authenticator app on your mobile device.

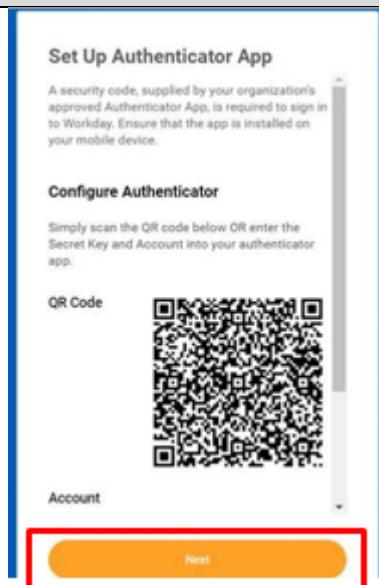
Do not close the app.

Set your mobile device aside and return to the device showing the QR code.



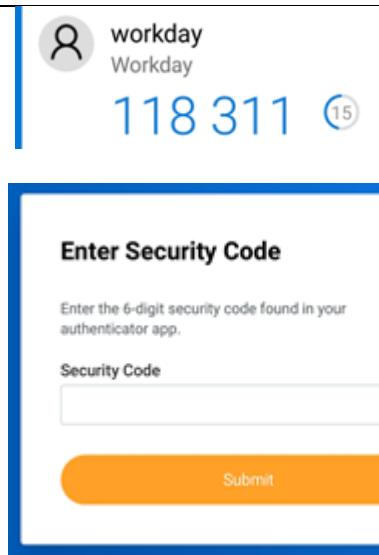
Return to the device on which you generated the QR code.

16. Click on *Next* in the window containing the code you have just scanned.



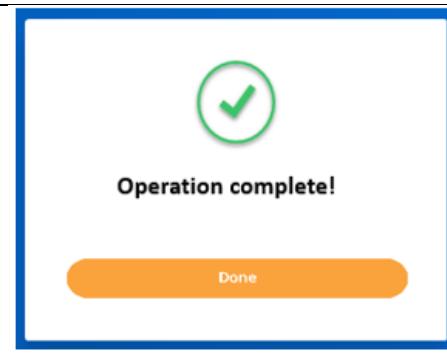
17. Enter the six-digit code from the Microsoft Authenticator app.

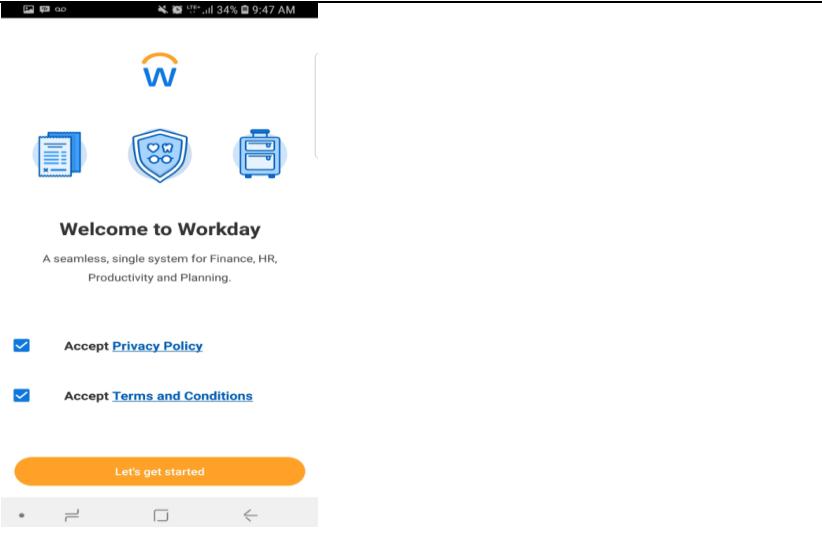
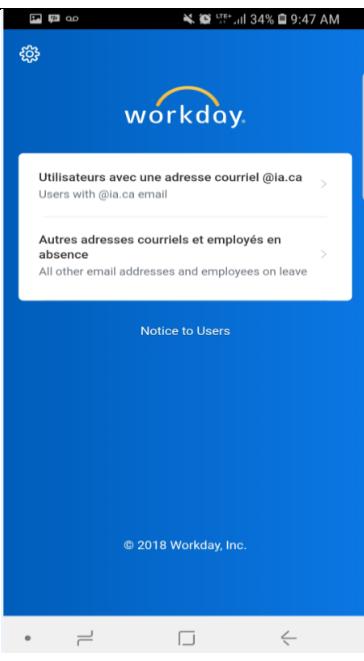
Click *Submit*.



18. A message confirms you are done.

You may close the Microsoft Authenticator app.



<p>19. Open the Workday app on your mobile device.</p>	
<p>20. Accept the Privacy Policy and the Terms and Conditions. Click on <i>Let's get started</i>.</p>	
<p>21. In the Workday app, at the “What company do you work for?” question, enter “ia” <i>in all lowercase letters</i>.</p>	<p>What company do you work for?</p> <p>ia</p>
<p>22. Choose <i>All other addresses and employees on leave</i>.</p>	

23. Sign in using your regular Workday credentials.

Username

Password

Sign In

24. Agree to receive notifications from Workday.

Workday Notifications

Would you like to receive push notifications on this device?

DON'T ALLOW OK

25. You have now signed in to Workday.



Welcome to Workday

A seamless, single system for Finance, HR, Productivity and Planning.

Let's get started

Frequently Asked Questions

Additional identity check

What is a mobile app?

A mobile app is an app that can be accessed on the internet on all your personal and work communication tools, cell phone, tablet and computer. Apps can generally be downloaded from your providers:



What mobile apps are authorized by the company?

A few examples:

- Power BI
- Visual Studio
- One Drive
- Office 365
- Workday

Will this authentication system replace Rave and the RSA token when I work remotely?

No. If you want to access the network remotely, as if you were at your workstation, you must follow the existing procedure and use your RSA token.

If I provide my home phone number, can I only sign in from home?

Yes. The principle is that the service will call you at the number provided to confirm your identity. This means the operation will be done on your home phone.

What do I do if I get a new cell phone?

There are two scenarios:

- 1) If you have used several methods to identify yourself using the three options, you can do it yourself. This means that if you get a new cell phone, you can reconnect using your home phone (if you have chosen this second option) or your work phone (if this is one of your options).
- 2) If you have chosen only one of the three available options, contact the IT Service Desk at extension 105200.

Will I have to sign in myself every time I connect to a mobile app?

You will sign in once per day. This means that if you exit an app and you return in the same day, you will not be required to sign in again.

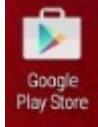
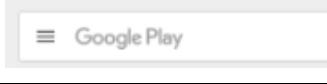
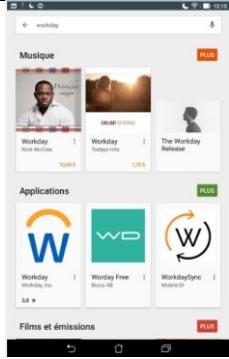
Do I need 3G for Microsoft Authenticator to work?

No, 3G is not required. However, you will see some differences in how the app works.

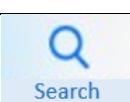
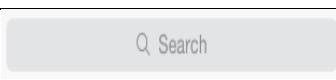
Downloading the Workday app on an Apple device

1. Unlock your device to get to the menu.	
2. Click in the app Store app.	
3. Click on Search .	
4. Enter Workday and click on Search .	
5. Select the Workday app, then click on Get .	
6. Click on Install .	
<p>Do not open the app immediately.</p> <p>Click here to return to the main procedure.</p>	

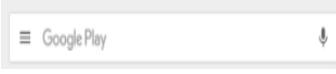
Downloading the Workday app on an Android device

1. Unlock your device to get to the menu.	
2. Click on the Google Play Store app.	
3. Click in the Google Play bar at the top.	
4. Enter Workday and click on Search .	
5. Click on the Workday app.	
6. Click on Install .	
<p>Do not open the app immediately.</p> <p>Click here to return to the main procedure.</p>	

Downloading Microsoft Authenticator on an Apple device

1. Unlock your device to get to the menu.	
2. Open the App Store app.	
3. Click on Search .	
4. In the search bar, enter Microsoft Authenticator and click on Search .	
5. Select the Microsoft Authenticator app and click on Get . Click on Install .	
Click here to return to step 3 of the main procedure.	

Downloading Microsoft Authenticator on an Android device

1. Unlock your device to get to the menu.	
2. Click on the Google Play Store app.	
3. Click in the Google Play bar at the top, type Microsoft Authenticator and click on Search .	
4. Click on the Microsoft Authenticator app.	
5. Click on Install .	
6. Allow Microsoft Authenticator to send you notifications.	
Click here to return to step 3 of the main procedure.	