Install Workday on your mobile device

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 the company, 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



Step 2: Download the Microsoft mobile authentication app

Download the Microsoft Authenticator app.	A	0	Apple device
Follow one of the following procedures to install the app.	V	0	Android device

Step 3: Link Workday and Authenticator

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

1.	On a computer, go to the Microsoft website to set up your authentication account.	https://aka.ms/mfasetup	
2.	Click on "Next".	Microsoft ericwu@la.ca More information required Your organization needs more information to keep your account secure Use a different account Learn more	
lf y be	ou are on the network, step 3 may not necessary.		
3.	Sign in using your work email address. If you already have an account, click on the "+" to use another account.	If you are on the corporate network, choose your email address.	If you are not on the corporate network, enter your work email address and the associated password.
		Microsoft Pick an account Image: Constraint of the second seco	Example a contraction of account Including a contraction of account of account of a contraction of account of a contraction of account of acc

4.	Choose "Mobile app" and "Use verification code".	Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account
	Click on "Set up".	Step 1: How should we contact you? Mobile app — How do you want to use the mobile app? — How do you want to use the mobile app? — We verification sfor verification — Use verification code — To use these verification methods, you must set up the Microsoft Authenticator app. — Set up Please configure the mobile app. Next
5.	A QR code will appear.	
	Proceed to step 6 of this procedure without clicking on "Next".	CONTIGURE MODIFE app Complete the following steps to configure your mobile app. 1. Install the Microsoft authenticator app for Windows Phone, Android or iOS. 2. In the app, add an account and choose "Work or school account". 3. Scan the image below.
	If unsuccessful, repeat step 4.	Configure app without notifications If you are unable to scan the image, enter the following information in your app. Code: 933 304 961 Urt: https://bnlpfpad08.phonefactor.net/pad/154312066 If the app displays a six-digit code, choose "Next".

Yo	You can now use your mobile device.		
6.	Open the Microsoft Authenticator app.	0	
7.	Authorize Authenticator to send notifications. This applies to Apple devices only. This step was already completed when downloading the app on Android devices.	"Authenticator" Would Like to Send You Notifications Notifications may include alerts, sounds, and icon badges. These can be configured in Settings. Don't Allow Allow	
8.	Scroll through the following screens.	Image: All im	
9.	Click on "OK" in the Data Privacy notification.	Counts Al Month 22:56 PM Accounts Data Privacy We gather non-personally identifiable usage data to help us improve the app. You can turn this or in prove the app. You can turn this of Account the Help menu. K K K	

10. Add an account.	Accounts : Let's add your first account! For further assistance, see the Help section in the menu.
11. Click on "Work or school account".	Add account What kind of account are you adding? Personal account Work or school account Other account (Google, Facebook, etc.) Other account (Google, Facebook, etc.)
12. Click on "Authorize".	Cuel type de compte ajoutez-vous ? Compte professionnel ou scolaire Compte professionnel ou scolaire Compte professionnel ou scolaire Autre compte (Google, Facebook, etc.) Autre compte (Google, Facebook, etc.) REFUSER AUTORISER
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.	Configure mobile app Complete the following steps to configure your mobile app. 1. Install the Microsoft authenticator app for Windows Phone, Android or iOS. 2. In the app, add an account and choose "Work or school account". 3. Scan the image below.

14. Click on "GOT IT" on the Check for notifications screen.	Accounts Check for re- notifications We've made it easier for you to quickly check if there are any pending notifications.
15. An authentication code appears and confirms that you have successfully set up your account.Do not close the app.Set your mobile device aside and return to the device showing the QR code.	Image: second secon

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.	<text><text><list-item><list-item><list-item><image/><image/><text><list-item></list-item></text></list-item></list-item></list-item></text></text>	
17. Select "Use verification code" and click on "Set up".	Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account Step 1: How should we contact you? Mobile app How do you want to use the mobile app? Neceive notifications for verification Receive notifications for verification Use verification code To use these verification methods, you must set up the Microsoft Authenticator app. Set up Checking activation status.	
 18. Enter the six-digit code shown on the Microsoft Authenticator app. Click on "Verify". Wait while the code is verified. This can take a few minutes. If the verification is unsuccessful, reenter the six-digit code and click on "Try again". 	Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account Step 2: Enter the verification code from the mobile app 	

19. Enter a telephone number in case you lose access to the mobile app.	Additional security verification	
	Secure your account by adding phone verification to your password. View video to know how to secure your account	
Click on "Done".	Step 3: In case you lose access to the mobile app Select your country or region	
	Done	
20. Enter the six-digit code shown on the	0 🚓 📴 🖉 🕼 👂	
Microsoft Authenticator app.	Enter code	
	Because you've turned on two-step verification, we need to verify your identity. Enter the code generated by your authenticator app.	
	[code	
	I sign in frequently on this device. Don't ask me for a code.	
	If you can't use an app right now, get a code a different way.	
	Cancel Submit	
	Terms of Use Privacy & Cookies	
21. Enter additional security verification	Additional security verification	
information.	When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen passw	
You must check "Office phone" to save	View video to know how to secure your account	
the information.	We'll use this verification option by default.	
	Use verification code from app or	
Click on "Save".	how would you like to respond?	
	Set up one or more of these options. Learn more Authorities observe Initial States (a.1)	
Note: It is normal that the work phone	Office phone United States (* 1) Independent of the states (* 2)	
number.	Alternate authentication phone Select your country or region	
It is also normal that the country is the	Authenticator app or Token Set up Authenticator app	
United States.	Authenticator app - SM-N920W8 Delete	
	restore multi-factor authentication on previously trusted devices	
	Restore.	
	Save cancel	
	Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
22. Open the Workday app on your mobile device.		



27 Click on "Vee" to stay signed in	副 📾 🐽 🛛 🖌 🏘 守 📶 33% 🖨 9:51 AM
27. Click on Yes to stay signed in.	**
This will make it easier to sign in in the	
future.	
	Stav signed in?
	Do this to reduce the number of times you are
	asked to sign in.
	Don't show this again
	No Yes
	©2018 Microsoft Terms of use Privacy & cookies
28. Set up a PIN	도 다 아 옥 정 (11·네 33% 월 9:51 AM
This will make it excises to sign in in the	袋 SKIP
This will make it easier to sign in in the	
future.	Would you like to set up a PIN?
	Enter PIN
	Please enter a PIN 4 to 8 digits long
	1 2 3
	4 5 6
	7 8 0
	7 8 9
	⊑⊒ 💷 oo 🔟 🙀 🕼 9:48 AM
29. Sign in using your work email address	*
and your work Windows password.	
Note: If your phone has a built-in	
password keeper, it may prompt a	Groupe financier
notification	Financial Group
notification.	
	Sign in with your organizational account
	someone@example.com
	Password
	Sign in
	Restricted access. Authorized users only. By
	accessing and using this service you adhere to Industrial Alliance's security policy. All fraudulent or Inapproriate activity will be considered as such and
	may result in administrative and criminal prosecution.
	© 2013 Microsoft
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 30. Enter the six-digit code shown on the Microsoft Authenticator app. 31. Click on "Yes". 	Enter code Please type in the code displayed on your authenticator app from your device Code Don't ask again for 1 days Having trouble? Sign in another way More information Verify Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again No Yes
32. You will be asked to approve the sign- in.	Accounts 1 Industrial Alliance * marie-julie belanger@iia.ca 8919 4298 * Sonale * Approve sign-in? * Industrial.Alliance * DENY APPROVE
33. Allow notifications.	Workday Would Like to Send You Notifications Notifications may include alerts, sounds and icon badges. These can be configured in Settings. Don't Allow OK

 Agree to receive notifications from Workday. 	Workday Notifications Would you like to receive push notifications on this device?
35. You have now signed in to Workday.	$\widehat{\mathbf{w}}$
	Welcome to Workday
	A seamless, single system for Finance, HB, Productivity and Planning.
	Lotin pet 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
- Etc.

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 authenticate 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:

- 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 authenticate myself every time I connect to a mobile app?

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

Do I need 3G for the authentication app to work?

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

How to download the Workday app on an Apple device

1. Unlock your device to get to the menu.	
2. Click in the app Store app.	App Store
3. Click on Search.	Q Search
4. Enter Workday and click on Search .	Image: Second
5. Select the Workday app, then click on Get .	ail TILUS ♥ 10 27 10 5, □ Q. Workday Ø Annuler
6. Click on Install.	Image: The state of the st
Do not open the app immediately.	1
Click <u>here</u> to return to the main procedure.	

How to download the Workday app on an Android device

1. Unlock your device to get to the menu.	
2. Click on the Google Play Store app.	Google Play Store
3. Click in the Google Play bar at the top.	≡ Google Play
4. Enter Workday and click on Search .	Construction Winding Winding <
5. Click on the Workday app.	Applications Worldsy Worldsy No. 23 *
6. Click on Install .	Workday
Do not open the app immediately.	
Click <u>here</u> to return to the main procedure.	

How to download the mobile authentication app on an Apple device

1. Unlock your device to get to the menu.	Image: state
2. Click in the app Store app.	App Store
3. Click on Search .	Q Search
4. In the search bar, enter Microsoft Authenticator and click on Search .	Q Search
5. Select the Microsoft Authenticator app and click on Get.	No Service 🗢 12:20 PM 🔅 📭
Click on Install .	Google Duo - Video Calling Geogle, Inc. ****** (14,219) Google Duo is the highest quality one-to-one video calling ap*. It's simple, reliable and works on IOS and other mo
	Microsoft Authenticator Microsoft Corporation ******* (BB)
	Image: Section of the sec
	Featured Categories Top Charts Search Updates
Click <u>here</u> to return to step 3 of the main procedure.	

How to download the mobile authentication app on an Android device

1. Unlock your device to get to the menu.	
2. Click on the Google Play Store app.	Google Play Store
3. Click in the Google Play bar at the top, type Microsoft Authenticator and click on Search .	≡ Google Play &
4. Click on the Microsoft Authenticator app.	0
5. Click on Install.	Image: Provide state and
6. Agree to receive notifications from the app.	"Authenticator" Would Like to Send You Notifications Notifications may include alerts, sounds, and icon badges. These can be configured in Settings. Don't Allow Allow
Click here to return to step 3 of the main procedur	е.