Procedure for accessing Workday from outside the CEH network

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ACCESS TO WORKDAY OUTSIDE the UKCEH NETWORK

Important:
If you are connecting to Workday from a CEH office, you will not need any of these settings.
If you wish to connect to workday from anywhere else, these are the steps to follow.
If you need the “organisational ID” it is: CEH

Note: You will need a computer with a web browser to complete this process for the first time via a PC that is not on the CEH Network (or connecting your Laptop to Wi-Fi)
This is a one-time set-up.

What is this guide for?
To keep you and your Information secure when accessing Workday outside of the network we have set it up so that you need to use your phone (UK CEH or personal phone) and an app called "OKTA" to verify your external access. It is essential you comply with all requirements in this procedure if enabling Workday access outside UKCEH sites.

What will I be able to do after completing these steps?
Once you have followed this guide, you will have set-up something called MFA "Multi Factor Authentication"
MFA is designed to stop someone getting into Workday if they discover your username and password, as they would also need your phone to get in.

What is the process?
If you follow the steps in the procedure below to set this up then afterwards there will only be a simple verification to do each time as follows

When you try to access Workday outside of CEH network on a PC, laptop or mobile device it will ask you to log in with your email address and password. Once you've put them in, you will see a button saying "Send Push", which you will click. Then you go to your mobile, open the OKTA App and it will ask you if you tried to log in. Here you can click "Yes, it's me" and then you'll be logged into Workday automatically on the PC or laptop.

The mobile is used here just to ensure your account is safe and only you can log in.

What do I do if I change my phone which has OKTA on?
If you still have access to the old device:
Open the OKTA app
ANDROID: Press the three dots on the right hand side, press delete and then remove account.
iPHONE: Press Edit in the top right corner, then press the red circle with a white line on the left hand side and then delete on the right hand side. Finally confirm the delete by pressing YES
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What if I need to change phones but no longer have access to the old device? You can have your OKTA verify reset by contacting cehadhelp@ceh.ac.uk

Essential Security Measures

In setting up this access type you are taking responsibility for ensuring appropriate security steps have been taken as follows. These are an essential requirement and failure to implement all of them will be regarded as a disciplinary offence as you would be putting UKCEH information, including sensitive personal data about you and other staff, at risk.

- Any device upon which Workday browser is opened must be pin/password protected with screen locked if left unattended.
- UKCEH network passwords must never be saved to the device
- The site must be logged out of after use
- Copies or screenshots must not be printed or transferred onto non UKCEH protected devices. Personal data must be handled in accordance with UKCEH policy.
- Loss of the device used for verification or a device used to log onto the browser must be reported to UKCEH CCS immediately to safeguard your and others’ data.
1. Download the **OKTA Verify** App from the app store of your mobile device.

![OKTA Verify App](image)

2. You need to set this up using a browser on a PC that is **not** on the CEH Network.
3. On your PC that is **not** on the CEH network, open your web browser, then navigate to: **workday.ceh.ac.uk** with your normal email account and password:

![Login Screen](image)

4. When you enter your credentials, the next screen will ask you to set-up it up, click on Okta Verify **[SETUP]**
5. Then select your type of phone from the list, in this example we are using an iPhone.

6. When you click on an option, it tells you to download it from the App store (which you already did in Step 1) click on [NEXT]
7. You will be presented with a QR code to scan as below:

![QR code](image)

8. Now go to your phone and open the **OKTA Verify App** that you downloaded in Step 2.

9. Once the app is open, click “**add account**”
10. Click on “[CONTINUE]”

11. It is important to allow the notifications, as these will show on your screen when you try to log in and you will need to click on them. Click [ALLOW]
12. Allow it to access the camera so you can scan the QR code (in the following section) click [OK]

13. Open the OKTA verify app on your phone and it will open the camera - when you point your phone at the barcode on the screen, it will authenticate automatically.

14. Click on [FINISH]
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15. If this is the first time you’ve logged onto Workday you will see this screen. Select an image and click create my account to continue.

16. The webpage will log into Workday – you will now be able to work in Workday from a device that is not on the CEH network.
17. Whenever you open workday outside of CEH navigate to workday.ceh.ac.uk in your browser then always click “Send Push” (see section Alternative log-in and common log in issues: below for other options)

18. Open the OKTA Verify app on your mobile device

19. You’ll see a message like this:

**Did You Just Try to Sign In?**

👉 Wallingford, Oxfordshire, GB

😊 Just now

20. Click ‘yes it’s me’ and it will log you in.
Alternative log-in and common log in issues:

If you are in a place where there is a lack of phone signal or Wi-Fi, there is an option to enter a code which is auto-generated in the OKTA app, without the need for network connectivity.

At step 17 above, do not click SEND PUSH but instead click “Or Enter Code” then Open up the OKTA APP and you will have a six digit number.

Once you have the six digit number from OKTA, enter it into the box in Workday. (Note: the code changes every 30 seconds, if it expires, wait for the codes to refresh again so you have time to enter it)

If the push does not show, go back to the Workday screen and click “Or enter code” and follow the steps above. Alternatively click “Sign out” on the Workday screen and try again.