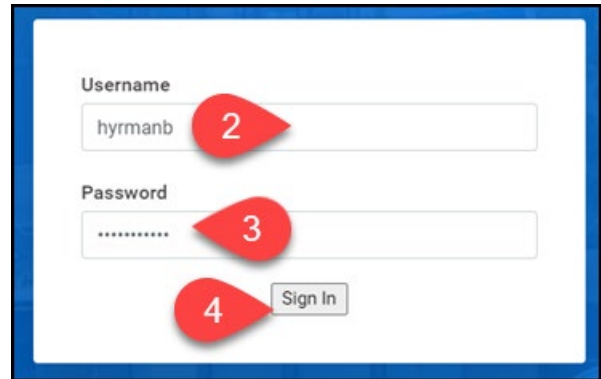
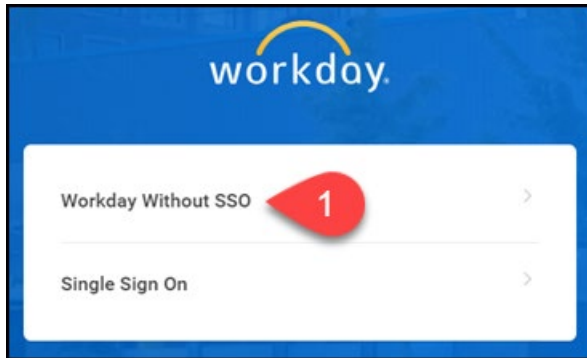


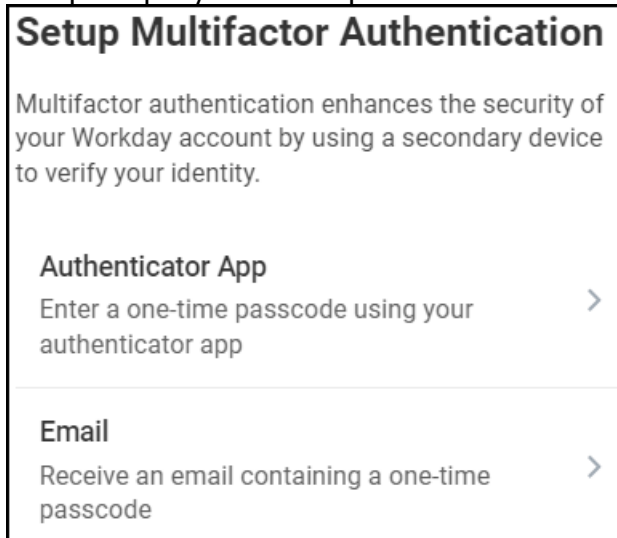
## Access Workday Without Single Sign On

These instructions are meant for users who do not have a City email or Computer login.

1. Go to the City's webpage, <https://www.cityofvancouver.us/> and click on the Employee Portal link at the very bottom of the page then click on the Workday link.
2. Select Workday Without SSO. Enter your City Workday username (usually part of your last name and first initial), your City Workday password and press Sign In.



3. If it prompts you to setup multifactor authentication, choose either Email or Authenticator App.



- a. If you choose email, it will send a code to your email address and have you enter that code to verify your email address.
  - b. If you choose the Authenticator App but your app is on the same device, you are logging in on:
    - i. Take a screenshot of the QR code.
    - ii. Go into your screenshots and open that screenshot.
    - iii. Press the QR code and choose Add Verification Code in Authenticator.
    - iv. It will magically appear in the Authenticator App.
    - v. Open the Workday app again and press Next.
    - vi. Enter the code you see in the Authenticator App in the Workday App.
4. If you already set up your MFA method, it will prompt you to approve your login by entering the code in the MFA App or entering the code Workday sends to your personal email address.