Contractor: First Time Sign-In and Basic Navigation

Overview

This guide will provide the necessary steps for vendors to sign-in to Workday VNDLY and basic navigation features. This guide covers:

- Sign in as a first-time user.
- How to create your password.
- How to set up multi-factor authentication.
- Basic navigation on the Workday VNDLY homepage.

Sign in as a first-time user

Step 1: Go to okgov.vndly.com

Step 2: Type in your username.

> **Step 2a:** Your username will be your company email address. Contractor username will be firstname.lastname.

Step 3: Select **Forgot Password**.

Step 4: Receive your password reset email and follow the link to reset the password.

Step 5: Once your password has been set, navigate back to the login screen and log in with your username and new password.

Step 6: Review the terms and conditions. If you agree, select **Accept** and then **Continue** to set up your MFA.

Multi-Factor Authentication (MFA).

VNDLY supports enhanced security for user accounts with multi-factor authentication (MFA). When enabled, users with a VNDLY login will be prompted to present a separate token that validates their identity. This provides additional security by preventing unauthorized access in the event a user's password is compromised.

Step 1: You will receive a prompt from within Workday VNDLY to set up multi-factor authentication.

Step 2: On the next page, a QR code will display. Use your authenticator app to scan the QR code. This will register your sign-in and device.

> **Step 2a:** Common apps include: Google Authenticator, Duo Mobile, LastPass Authenticator, Authy or Microsoft Authenticator.

Step 3: The authenticator app will now provide one-time password for logins. This token will reset every thirty seconds. You will be prompted to enter this one-time password (OTP) to confirm the authenticator app has registered the token.

Login process after MFA setup.

Step 1: Log in with your normal credentials to start.

Step 2: Workday VNDLY will prompt you for a one-time password generated from your authenticator app. Enter this OTP.

Step 3: (Optional) Select the checkbox that says **Don't ask again on this device for 30 days** if you wish to not have to use the MFA for 30 days. Only do this if your device is secure.

Resetting your MFA token.

Step 1: Navigate to your profile icon/name in Workday VNDLY in the upper right-hand corner.

Step 2: At the bottom the drop-down menu, select the link that says **Reset MFA Token**.

Step 3: Select **Confirm** on the prompt Are you sure you want to reset your MFA token?

Step 4: You will be taken to the start of the MFA registering process for your new device.

Basic navigation.

Step 1: The basic functions and areas of interest will be in the ribbon at the top of the screen.

For your timesheet, select **Timesheet.**

For submitting expenses, select **Expenses and Adjustments**.

For tasks, select **Tasks**. Tasks allow you to view important tasks by category. The tasks button is on the top right. You can also select **View All Tasks** in the Tasks box.

Scorecards
Scorecards are a way of keeping track of important information in Workday VNDLY. Scorecards are located below the global navigation bar at the top of the page.

Notifications
Notifications related to your role and environment appear when there is new information. You can toggle **Unread Only** on and off, search by selecting the magnifying glass, and quickly navigate to your unread messages by selecting the speech bubble in the top left of the notifications box.

Edit Notification Preferences
You can adjust your notification settings in Workday VNDLY.

Step 1: Select **Notification Preferences** in the pull-down menu located under your profile icon.
Step 2: Use the filters to narrow the category of notifications displayed.
Step 3: Clear checkboxes to stop receiving notifications In App and or via email.
Step 4: Select the **Reset** button to reset to default settings (all boxes checked).

Messages
Messages are a way to communicate within Workday VNDLY. In-app messages will appear in you inbox which you can open by selecting the speech bubble in the top left of the notifications box.