## **Getting Started:** Trusted Devices

The Trusted Devices functionality improves tenant security by enabling users to easily identify sign-ins from trusted devices and unusual sign-in behavior from unknown browsers and devices. You can now explicitly trust devices at the time of sign in with this security feature.

## SIGN IN

- 1. Enter your username and password.
- 2. Click **Sign In**. You have two options: remember the device or skip.
- Select Remember this device.
- 4. Click Submit.

You will receive a security notification in your email. This notification explains that a sign in attempt was made, including the specifics such as the time, date, and device used.







Note: The Trusted Device functionality considers the device as well as the browser. For example, say you sign in via Chrome on your laptop and make it a trusted device. Later, when you sign in via Firefox on the same laptop, Workday will prompt you to set it as a trusted device as well. Signing in via Chrome or Firefox on the same laptop shows up as two separate trusted devices.

## MANAGE TRUSTED DEVICES

From the Home page:

- 1. Click your profile image.
- 2. Select My Account.
- 3. Click Manage Trusted Devices.
- **4.** From here, click **Remove** to remove the device.



<u>Note</u>: If you remove a device, Workday prompts you to either remember the device or skip the step on future sign in attempts.



