

How to Log into RMIT's Workday Recruitment Portal

Audience/s:

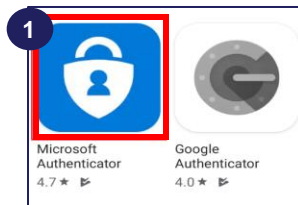
Recruitment Agencies

Overview

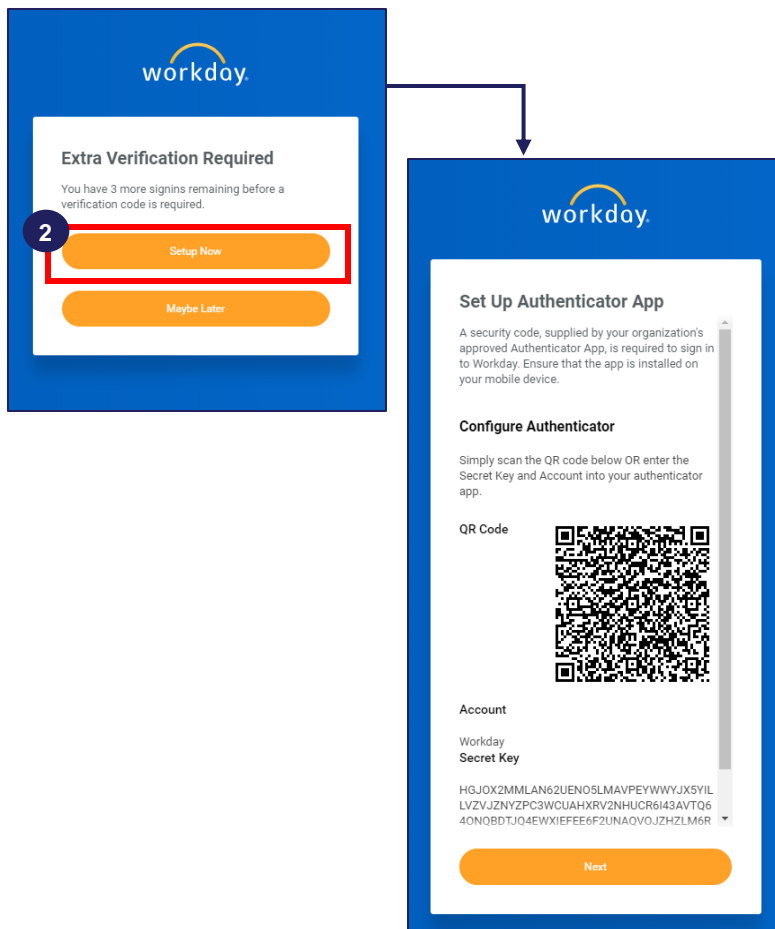
Each agency has its own career site where agency users can submit candidates for job postings. Agency users are required to verify their Workday accounts after logging in for the first time.

Set up Workday Multi-Factor Authentication:

1. Download a Multi-Factor Authentication (MFA) application on your phone. The Microsoft Authenticator Application or the Google Authenticator application may be downloaded.



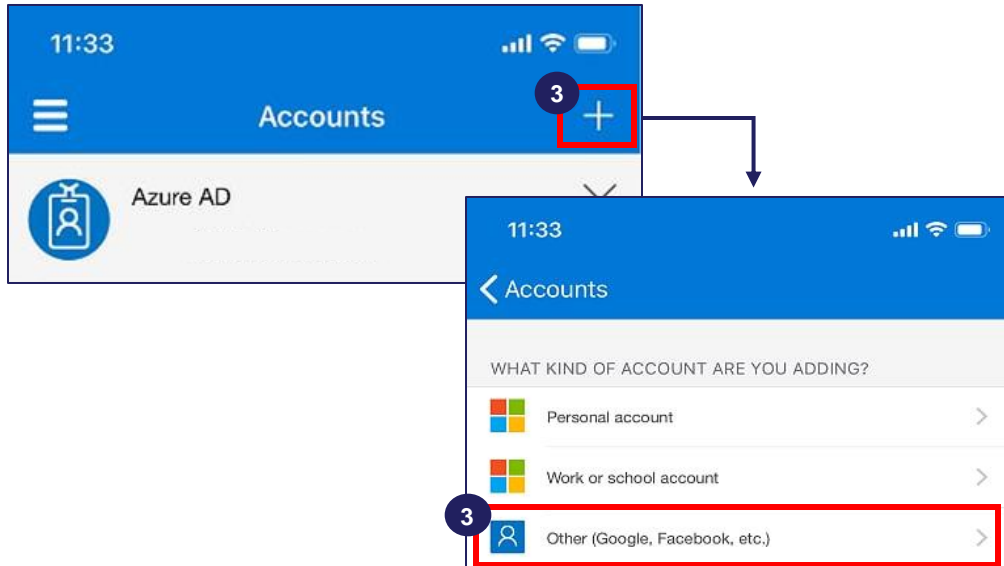
2. To log into Workday, you will be prompted to setup an MFA, select the **Setup Now** option. This will open the **Set Up Authenticator App** window.



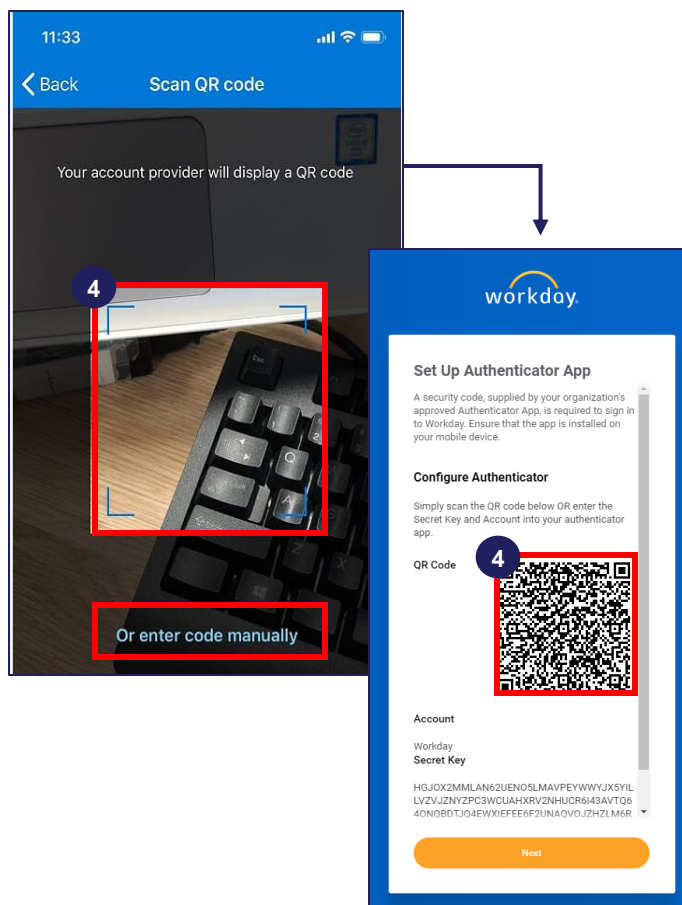
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Steps (Cont'd):

3. Open your Microsoft Multi-Factor Authentication application. Click on **+** to add an account. This action will open the **Accounts** window. Click on **Other**.



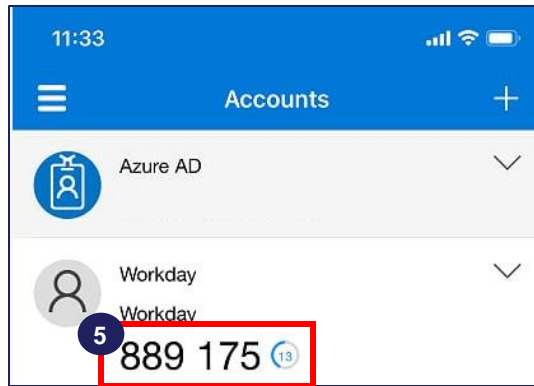
4. This leads to a new window with a camera to pop-up. **Scan the QR Code** on the Workday screen from your phone or manually enter the code.



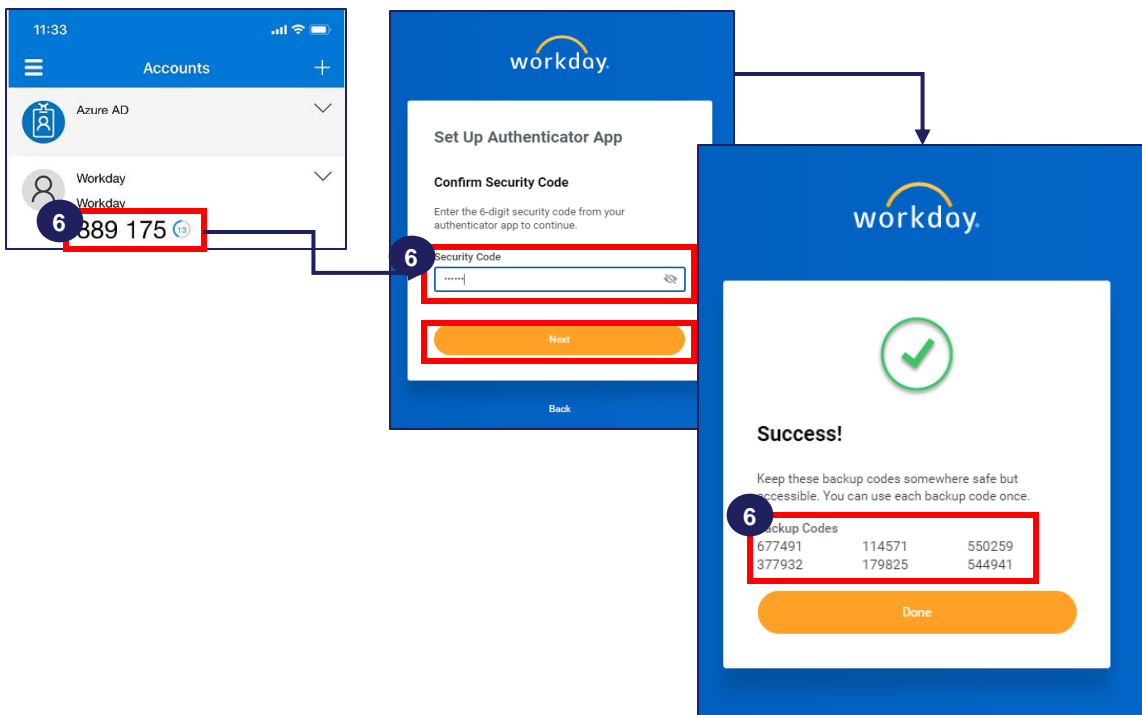
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Steps (Cont'd):

5. Open your Microsoft Multi-Factor Authentication application. You will now see a **6-digit code** on the application window. This code will expire every few seconds.



6. Enter the security code in your Multi-Factor Authentication Application onto the Workday Security Code Field and click **Next**. A new screen pops up with a set of **Backup Codes**, Save these codes somewhere to be used in cases where your Multi-Factor Authentication Application is unavailable.



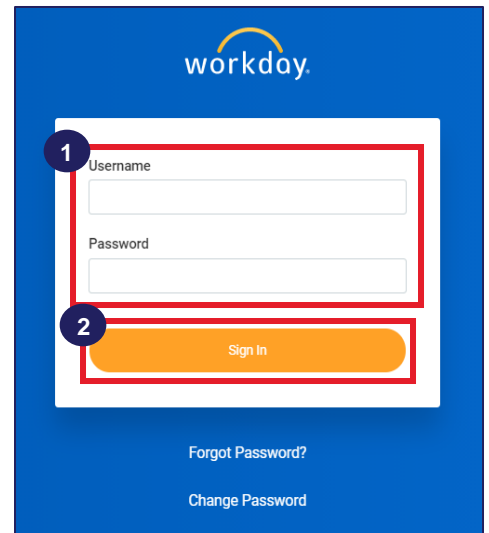
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Logging on to Workday:

- You can access Workday through any computer with a connection to the internet and current browser (Internet Explorer version 9 or higher or Google Chrome)
- You can log on to Workday using RMIT's Workday login hyperlink
- RMIT will create an account and send the username to your nominated email address.

Steps:

1. Enter your Username and Password.
2. Click the **Sign In** button to log on to Workday.



Forgot Password

If you forget your Workday password, you can reset it by clicking the **Forgot Password?** link.

Steps:

1. Click **Forgot Password**.
2. Enter username and the supplier contact email ID that you provided at the time of registration. Once added, click **Submit**.



3. A password reset link will be sent to the email address. Use that link to reset your password.