



Accessing Workday from your non-Suncor computer for employees

Employees log in to Workday via single sign on. To enable single sign on to work from your personal non-Suncor computer and log in to Workday, you need to:

1) Connect to the Suncor network:

- a. **If you have an RSA token**, go to <https://workremote.suncor.com>, select 'RSA - Authentication' from the 'GROUP' drop-down and enter your Suncor network username, password and SecureID (PIN+Token). Select 'Workday' from the list of applications and choose the top log-in option as shown in Step 2) b.

A screenshot of a web browser window titled "Login". The window contains the following text and form elements:

Please enter your username and password

For MFA based Authentication with Mobile Microsoft Authenticator App select "MFA-Authentication" from the GROUP Selection Box

For RSA Token based Authentication select "RSA-Authentication" from the GROUP Selection Box

GROUP:

Username

Password

SecureID (PIN+Token)

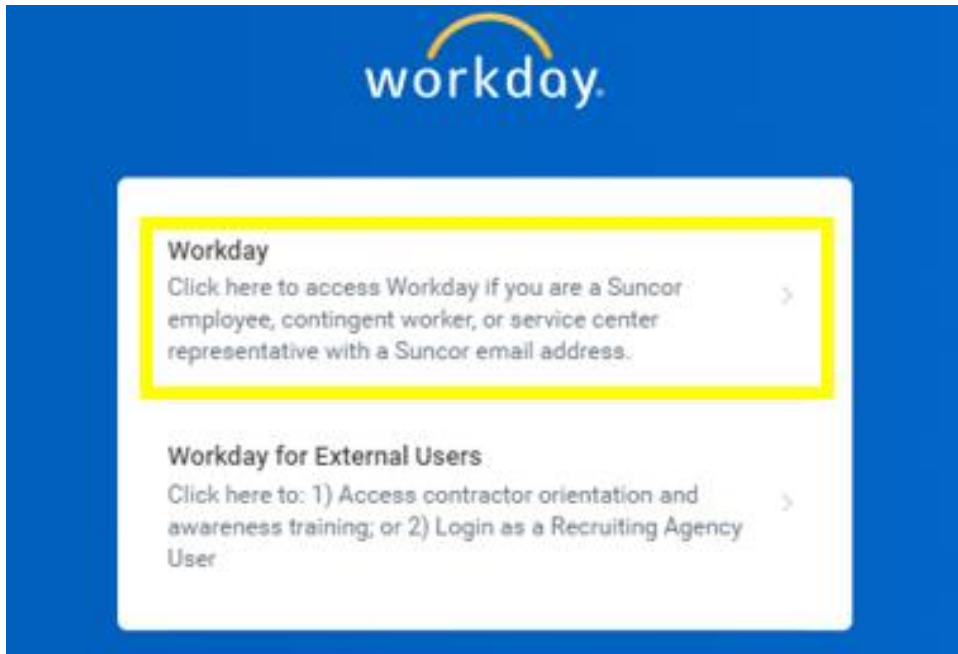
- b. **If you do not have an RSA token**, you can use MFA authentication. If you already have Microsoft Authenticator app set-up on your mobile device, go to step 2. If you do not yet have Microsoft Authenticator set up, refer to this ServiceNow Knowledge Article on how to set it up: [How do I register for Microsoft MFA](#)





2) Log-in to Workday:

- a. Open the web browser on your computer (note: for best user experience Workday recommends using Google Chrome) and type in Suncor's Workday Production URL: <https://www.myworkday.com/suncor/d/home.html>
- b. Select the top log-in option



- c. If you are using the MFA authentication option (1b), it will prompt you to sign in using your Suncor network email and password. Then a notification from the Microsoft Authenticator app will pop-up on your phone asking you to approve the sign-in. Click approve.

If you do not know your login information or run into any issues, contact the Client Support Centre (CSC) at 1-866-276-7800 or CLIENTSUPPORT@suncor.com.