

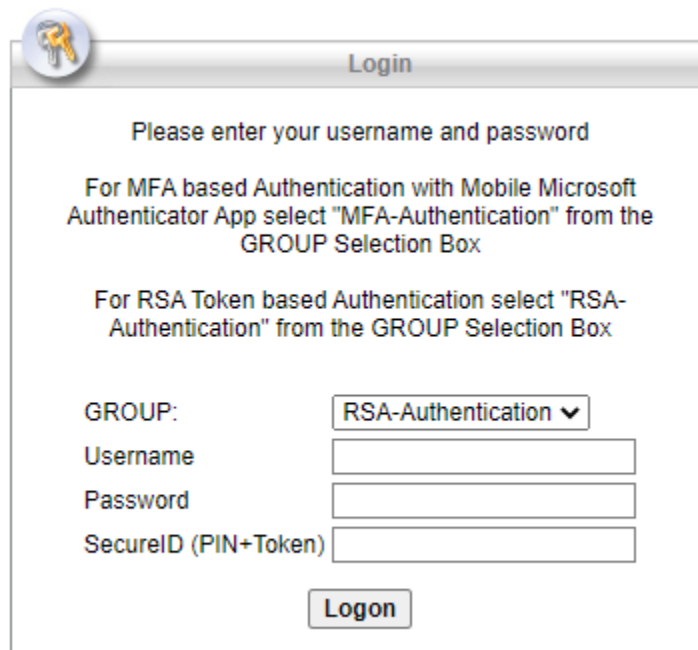


Accessing Workday from your non-Suncor computer for employees

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.



The screenshot shows a 'Login' window with a key icon in the top-left corner. The text inside the window reads: 'Please enter your username and password'. Below this, there are two instructions: 'For MFA based Authentication with Mobile Microsoft Authenticator App select "MFA-Authentication" from the GROUP Selection Box' and 'For RSA Token based Authentication select "RSA-Authentication" from the GROUP Selection Box'. The form includes a 'GROUP:' label with a dropdown menu currently set to 'RSA-Authentication'. Below the dropdown are three input fields labeled 'Username', 'Password', and 'SecureID (PIN+Token)'. At the bottom of the form is a 'Logon' button.

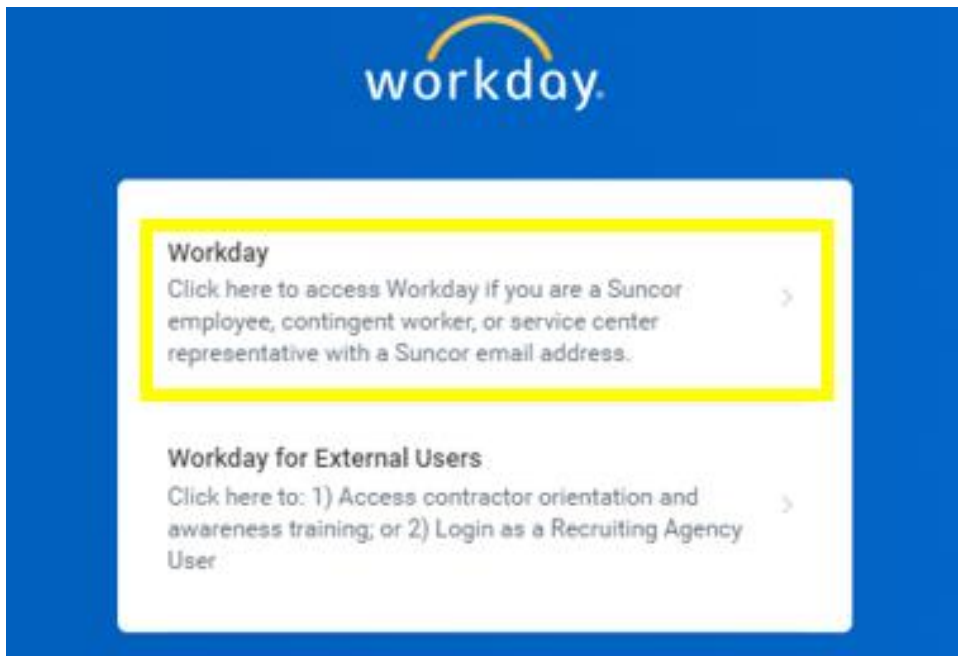
- b. **If you do not have an RSA token**, you can use MFA authentication. If you already have Microsoft Authenticator app set-up on your mobile device, go to step 2. If you do not yet have Microsoft Authenticator set up, refer to this ServiceNow Knowledge Article on how to set it up: [How do I register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