

Workday

To access Workday:

1. <http://employees.usc.edu/> go to the link to the USC Employee Gateway webpage.
2. Click the **Workday** button in the middle of the page.
3. You will be prompted to log in with your USC NetID account.
4. Upon login, you will be asked to verify your identity (DUO 2FA). Click on the “Call Me” button and then press 1 on the phone to continue.
5. If successful, you will be re-directed to the workday website.

Enroll in Duo Two-Factor Authentication

To activate 2FA for your USC NetID accounts, you will need to register your desktop phone for use with the Duo application.

To enroll:

1. <http://itservices.usc.edu/duo/> go to the link to the ITS webpage to enroll
2. Click the **Enroll in Duo 2FA** button in the upper-right-hand corner of the page and log in using your USC NetID account.
3. You will be prompted to add a device. Select ‘Landline’.
4. Enter in the device’s phone number and extension, then click Continue. *you do not need to add parentheses or hyphens for the phone number
5. You should receive the message “Device successfully added”. Click on the “Continue to login” button.
6. You should receive an enrollment successful message.
7. The activation process may take up to five minutes to complete. The next time you sign into a single-sign-on page, such as **Workday** or **Blackboard**, you will be prompted to use the Duo 2FA to complete your login.