

## HOW TO ACTIVATE MSS APPLICATIONS SINGLE-SIGN-ON ACCOUNT

#### **Step 1: Begin The Activation Process** Navigate your email to find the activation to your MSS ŵ Workday account details. The Welcome to Your Workday email will be sent from itservices@msssecurity.com.au The email should replicate the 3:18 6 11 5G 🕰 🗍 format and details of the 0 而 sample email as seen on the **URGENT TO ACTION – Activate Your MSS** right. Applications Single-Sign-On Account Open the Workday itservices@msssecurity.com 3:18 PM .au application. Once loaded To You into the app, select Sign-In. You will be prompted with 2 Hi Kahlan Louey, options to sign in. You will be Your one-time-password 80Q!viic able to select between MSS As we get ready to roll out a more user-friendly Applications (SSO) or Native App based communication platform between Login you and MSS, we would like you to complete the following steps to ensure you have simple workday and secure access to the two main Apps we will be using, Workday and Workforce. Some of you may have already accessed your Workday account by downloading an authenticator App. This process will replace the need for an authenticator App and, once activated, will make it easier to access and



### Step 2: Single Sign On

Once the link has opened, select the **MSS Applications (SSO)** option to begin the activation to your MSS account.



#### Step 3: Signing In!

Fill in the box titled "Username" with the following information:

Username:

- If you are an MSS employee your employee number (check your pay slip if unknown)
- If you are a Subcontractor to MSS – your **email address**

Once you have entered your username, click the blue **"Sign In"** button below the username field.

If you have any issues with this step, there is a contact help button at the bottom in which an MSS support employee can assist!





## Step 4: Entering One Time Password (OTP)

After completing the previous step, a password box will appear, and a password will be required.

A One-Time Password will be required to confirm your identity using your registered personal contact details for your first login. This will include a unique code which was sent to your personal registered email.

Using the initial email you received to begin the activation process in Step 1 from **MSS "itservices**", enter the one-time password listed in bold at the bottom of the email.

You may click the "eye" icon to reveal the entered password to ensure the correct OTP has been entered!

The password field is **case sensitive**, so ensure the password matches the email correctly!

If the OTP has been entered correctly, click the **"Sign In"** button to continue to the next step of the process.







### Step 5: Setting A New Password

After pressing the "Sign In" button, a dropdown tab will appear asking you to set a new password. Select the "Proceed" box in blue to set your own password.

You may enter a password of choice that is within the guidelines of the password policy.

You will be able to proceed and set your personal password if all the password policy requirements have a green tick next to them. If your password does not meet the requirements, your chosen password will not be accepted.

**Remember**, you can use the "eye" feature to check your password entry!

Once you have chosen a password that fits the password policy, select the blue "**Proceed**" box to continue!

Confirm New Password Activation2024! Proceed Password Policy Minimum Length : 8 Maximum Length : 16 Minimum Digits : 1 Minimum Upper-case characters : 1 Minimum Lower-case characters : 1 Minimum Lower-case characters : 1 Minimum Special characters : 1 Allowed consecutive characters :	Confirm New Password Activation2024!		New Password Activation2024!	S)	
Activation2024!	Activation2024!		Confirm New Password	••	
Password Policy Minimum Length: 8 Maximum Length: 16 Minimum Digits: 1 Minimum Upper-case characters Minimum Lower-case characters Minimum Lower-case characters Allowed consecutive characters: 1 Allowed consecutive characters:	Password Policy Minimum Length: 8 Maximum Length: 16 Minimum Digits: 1 Minimum Upper-case haracters 1 Minimum Lower-case haracters 1 Minimum Special characters: 1 Allowed consecutive characters: 33 SPACE is Allowed : YES Confirm Password Matched Note: Username is not allowed in			Ø)	
Password Policy  Minimum Length: Maximum Length: Minimum Digits: Minimum Upper-case Characters Minimum Lower-case Characters Ninimum Lower-case Characters Ninimum Lower-case Characters Ninimum Special characters: 1	Password Policy Minimum Length: 8 Maximum Length: 16 Minimum Digits: 1 Minimum Upper-case haracters 1 Minimum Lower-case haracters 1 Minimum Special characters: 1 Allowed consecutive characters: 33 SPACE is Allowed : YES Confirm Password Matched Note: Username is not allowed in		Proceed		
<ul> <li>Minimum Length: 8</li> <li>Maximum Length: 16</li> <li>Minimum Digits: 1</li> <li>Minimum Upper-case characters</li> <li>1</li> <li>Minimum Lower-case characters</li> <li>1</li> <li>Minimum Special characters: 1</li> <li>Allowed consecutive characters:</li> </ul>	Minimum Length : 8 Maximum Length : 16 Minimum Digits : 1 Minimum Upper-case haracters 1 Minimum Lower-case haracters 1 Minimum Special characters : 1 Allowed consecutive characters : 1 Allowed repetitive characters : 33 SPACE is Allowed : YES Confirm Password Matched		FIOLEEU		
<ul> <li>Maximum Length: 16</li> <li>Minimum Digits: 1</li> <li>Minimum Upper-case characters</li> <li>1</li> <li>Minimum Lower-case characters</li> <li>1</li> <li>Minimum Special characters: 1</li> <li>Allowed consecutive characters:</li> </ul>	Maximum Length : 16 Minimum Digits : 1 Minimum Upper-case haracters 1 Minimum Lower-case haracters 1 Minimum Special characters : 1 Allowed consecutive characters : 33 Allowed repetitive characters : 33 SPACE is Allowed : YES Confirm Password Matched Note : Username is not allowed in	Pa	assword Policy		
<ul> <li>Minimum Digits : 1</li> <li>Minimum Upper-case characters</li> <li>: 1</li> <li>Minimum Lower-case characters</li> <li: 1<="" li=""> <li>Minimum Special characters : 1</li> <li>Allowed consecutive characters :</li> </li:></ul>	Minimum Digits : 1 Minimum Upper-case haracters 1 Minimum Lower-case haracters 1 Minimum Special characters : 1 Allowed consecutive characters : Allowed repetitive characters : 33 SPACE is Allowed : YES Confirm Password Matched Note : Username is not allowed in	~	Minimum Length :	8	
<ul> <li>Minimum Upper-case characters</li> <li>1</li> <li>Minimum Lower-case characters</li> <li>1</li> <li>Minimum Special characters : 1</li> <li>Allowed consecutive characters :</li> </ul>	Minimum Upper-case haracters 1 Minimum Lower-case haracters 1 Minimum Special characters : 1 Allowed consecutive characters : 1 Allowed repetitive characters : 3 SPACE is Allowed : YES Confirm Password Matched	~	Maximum Length :	16	
characters Minimum Lower-case characters Minimum Special characters : 1 Allowed consecutive characters :	haracters          Image: Minimum Lower-case haracters         Image: Minimum Special characters :         Image: Minimum Special characters :         Image: Allowed consecutive characters :         Image: Allowed consecutive characters :         Image: Allowed repetitive characters :         Image: Allowed repetitive characters :         Image: Space is Allowed :         YES         Confirm Password Matched	~	Minimum Digits :	1	
<ul> <li>Minimum Lower-case</li> <li>characters</li> <li>1</li> <li>Minimum Special characters : 1</li> <li>Allowed consecutive characters :</li> </ul>	<ul> <li>Minimum Lower-case haracters</li> <li>Minimum Special characters : 1</li> <li>Allowed consecutive characters : 3</li> <li>Allowed repetitive characters : 33</li> <li>SPACE is Allowed : YES</li> <li>Confirm Password Matched</li> <li>Note : Username is not allowed in</li> </ul>				
characters : 1 • Minimum Special characters : 1 • Allowed consecutive characters :	haracters Minimum Special characters : 1 Allowed consecutive characters : Allowed repetitive characters : 33 SPACE is Allowed : YES Confirm Password Matched Note : Username is not allowed in	:		1	
<ul> <li>Minimum Special characters : 1</li> <li>Allowed consecutive characters :</li> </ul>	<ul> <li>Minimum Special characters : 1</li> <li>Allowed consecutive characters :</li> <li>Allowed repetitive characters : 33</li> <li>SPACE is Allowed : YES</li> <li>Confirm Password Matched</li> </ul>	<ul> <li>ch</li> </ul>			
<ul> <li>Allowed consecutive characters :</li> </ul>	<ul> <li>Allowed consecutive characters :</li> <li>Allowed repetitive characters : 33</li> <li>SPACE is Allowed : YES</li> <li>Confirm Password Matched</li> <li>Note : Username is not allowed in</li> </ul>	;		1	
	<ul> <li>Allowed repetitive characters : 33</li> <li>SPACE is Allowed : YES</li> <li>Confirm Password Matched</li> <li>Note : Username is not allowed in</li> </ul>	~	Minimum Special chara	icters: 1	
<ul> <li>Allowed repetitive characters : 33</li> </ul>	<ul> <li>SPACE is Allowed : YES</li> <li>Confirm Password Matched</li> <li>Note : Username is not allowed in</li> </ul>	~	Allowed consecutive ch	aracters :	
	<ul> <li>Confirm Password Matched</li> <li>lote: Username is not allowed in</li> </ul>	~	Allowed repetitive chara	acters : 33	
✓ SPACE is Allowed : YES	lote : Username is not allowed in	~	SPACE is Allowed :	YES	
<ul> <li>Confirm Password Matched</li> </ul>		~	Confirm Password Mate	ched	
Note - Username is not allowed in		NI		und in	
password by default. Commonly used					
		N			
Note : Username is not allowed in password by default. Commonly used					
	lote : Username is not allowed in				
Confirm Password Matched     Note : Username is not allowed in	Confirm Password Matched lote : Username is not allowed in				
Confirm Password Matched Note : Username is not allowed in	SPACE is Allowed : YES     Confirm Password Matched     Jote : Username is not allowed in				

### Step 6: Logging Back In

After successfully changing your password, a dropdown tab will appear informing you to log in with your new password. Select the blue **"Close"** box to proceed.

You will be brought back to the original sign in page. Enter your username and your new password just confirmed in the previous step. If you have forgotten your username, refer to Step 3.

Select the blue box displaying **"Sign In"** to proceed if your details are correct.

# vith Find Paceword Activation2024! \* Sign In Forgot Password / Locked Account, need help? ContactUs click here

### Step 7: Setting up Multi-Factor Authentication (MFA)

To protect your personal details, you are required to set up MFA to ensure your exclusive access to your account!

**MSS Security** recommends you **skip** a 2-Factor-Authentication method and use the brand new SMS or Email OTP feature if you skip this!

Instructions to utilise SMS or email OTP are listed in the following steps after this.

However, you may use 2FA with any authentication app if you prefer this method of MFA.







### Step 8: Multi-Factor Authentication (MFA)

After signing back in, you are required to set up a **Multi-Factor Authentication (MFA) method** to protect your account.

MFA is extremely important to add a barrier of security to your personal details!

In this step, you may either select **SMS OTP**, which will utilise a text with a One-Time Password code to your personal mobile phone number to secure your account.

Alternatively, *Email OTP*, will utilise your personal registered email to send you a code to verify your identity.

Select your preferred One-time Password method and follow the steps below to continue.

If you **prefer SMS OTP**, please skip Step 10 and continue to Step 9. If you have **selected Email OTP**, please skip Step 9 and proceed to Step 10.

Multi-factor Authentication	Service Langeview - 0
As per the security policy, yo required to additionally auth using any of the available M	nenticate
SMS OTP	
Email OTP	
Back Proceed	

### Step 9: SMS OTP

If you have chosen SMS OTP, click the blue "Proceed" button to initiate a text message sent to your phone number.

Please note the code may take up to 90 seconds to receive via the SMS method. The text message will be sent to your registered mobile phone number.

An OTP will be sent to your phone number in a text message. This can be found in the "Messages" application. The message will be sent titled: **MSS Security PRIVATE OTP CODE: xxxxxx** 

There are 6 digits which identifies as your OTP within the message.

Enter the 6 digits into the OTP field and select the blue "Proceed" button when you have entered the OTP.





### Step 10: Email OTP

If you have chosen Email OTP, click the blue "Proceed" button to initiate an email message to be sent to your inbox.

Please note that the OTP email message will be sent to your registered email address.

An email will be sent to your inbox via MSS "itservices" titled **MSS Security: OTP**. Open the email to identify a 6-digit combination, which is your One-Time Password highlighted in bold.

(eg. **880358**)

Enter the 6 digits listed in the email into the OTP field and select the blue "Proceed" button when you have entered the OTP.







### Step 11: Complete!

After completing your Multi-Factor Authentication, you have reached the homepage of Workday and are now officially activated in Workday on your mobile phone!

If you need any assistance, email <u>msshelp@msssecurity.com.au</u>

END: Last Edit 7/10/2024