Prepare for Strong Authentication enrollment
Steps to complete from your computer at work*

Protecting your personal information: Teamworks at Home Strong Authentication

You will now use the Strong Authentication process when you use Teamworks at Home to sign on to online HR tools, including Time Tracker, Pay Voucher, and Benefits. Strong Authentication helps protect your personal information, offering a more secure option than the previous security questions.

Implementation of Strong Authentication includes these changes:

- If you previously used your AD-ENT login to sign on, you will now use your Employee ID. (Your AD-ENT login is the user name and password you use at work for tools like Pay Voucher.)

- If you have never used your Employee ID to sign on, you’ll need to establish a separate password associated with your Employee ID.

- You’ll need to enroll in Strong Authentication to register each device you use to access online HR tools through Teamworks at Home. This enrollment process includes entering a one-time password that you receive via text message.

Take action: Prepare for the Strong Authentication enrollment process

To enroll in Strong Authentication, you need to know your Employee ID, have a password associated with your Employee ID, and have a personal cell phone number listed in your personal information registered with the company.

If any of these do not apply, complete the following actions using How Do I? from Teamworks when you’re at work:

1. **Make sure you know your Employee ID** by selecting *Look up my employee ID*

2. **Establish a password for your Employee ID** by selecting *Reset my password* — after you log in, select *Change passwords*, then *Teamworks at Home – Employee ID*

3. **Update your personal information with a personal cell phone number*** by selecting *Update my personal information* (note: it takes up to 24 hours for changes to take effect in the system)

* If you are unable to access Teamworks at work or do not have a personal cell phone that can receive text messages, visit the Support page on Teamworks at Home for assistance.