

**Using Microsoft Authenticator to Log into MyWorkSpace**

Once you have Microsoft Authenticator set up on your mobile phone, **and** you have self-elected to use Microsoft Authenticator for all CTL systems, you can use it to authenticate to MyWorkSpace while working remotely.

* **Microsoft Authenticator.** If you do not already have Microsoft Authenticator on your phone, please visit [https://mfa.centurylink.com](https://mfa.centurylink.com/) for set up instructions.
* **Self-Elect**: Once Microsoft Authenticator is set up, you will need to self-elect to use Microsoft Authenticator for MyWorkSpace and other CTL applications. Log into [Single Token Elect](https://mysupportdesk.service-now.com/msd?id=sc_cat_item&sys_id=167c4496db65dcd0b36cd12c5e961970&sysparm_category=729b0bd2db641050b36cd12c5e9619f5) Select Microsoft Authenticator from the dropdown. Click Submit. Wait about 30 minutes for the systems to sync.

**Logging into MyWorkSpace Using Microsoft Authenticator**

* Go to [https://myworkspace.ctlaccess.centurylink.com](https://myworkspace.ctlaccess.centurylink.com/)
* Enter your **CUID** and **domain password**.
* Click **Log On**.



* You will be presented with this screen. Click **Prompt for Approval or Token.**



* Open the Authenticator  app on your mobile phone. (It may open automatically.) Wait a few seconds until you see the approval request. Click **Approve** and you will be logged into MyWorkSpace.



If you have any issues with using Microsoft Authenticator to log into MyWorkSpace, please contact [My Support Desk​](https://mysupportdesk.service-now.com/my_support_desk) .

**MicrosoftMyWS- Version 1.1**

* **Changed single token elect form link from mobilepass.corp link to SNOW**