

Signing into SAP SuccessFactors mobile app

Before you follow the steps in this Quick Reference Guide, please ensure that you have:

1. Set up UKG app.
2. Set up Multi Factor Authentication (MFA). MFA is extra protection for your Sodexo account, which requires you to enter a one-time passcode after entering your username and password.

If you haven't already set this up, please contact your manager for assistance. To simplify your experience, we recommend that you choose the SMS Authentication method.

1. Locate and download the **SAP SuccessFactors** mobile app.



Once advised you are ready to use the app, **open** it up and proceed with the next steps.

iPhone

You can either:

- Scan the **QR code** below



- Tap **View in App Store**, or
- Open the **App Store** on your mobile and search for **SuccessFactors**.

Android

You can either:

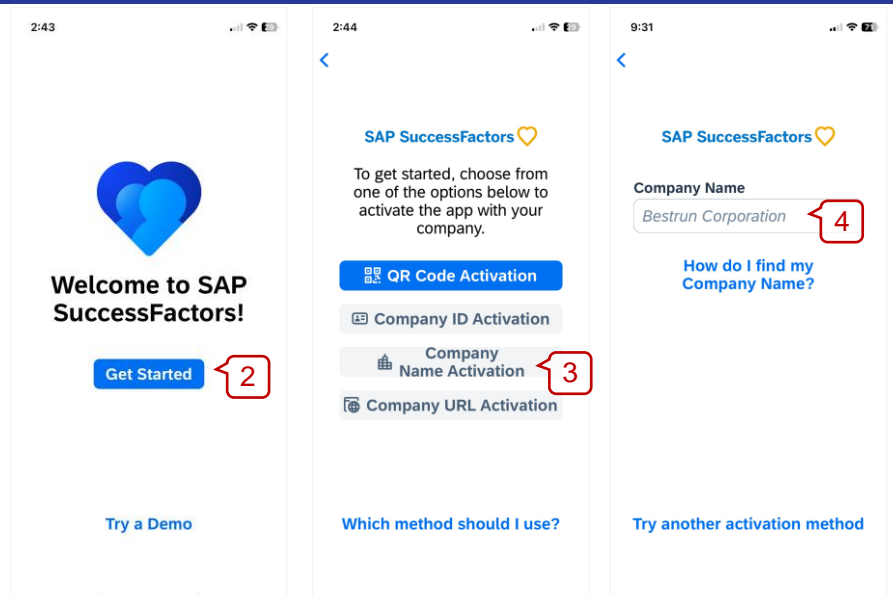
- Scan the **QR code** below



- Tap **View in Google Play Store**, or
- Open the **Google Play Store** on your mobile and search for **SuccessFactors**.

Get started with app setup

2. Tap **Get Started**.
3. Tap **Company Name Activation**.
4. Tap in **Company Name**.



SmartPay Training – SAP SuccessFactors Mobile App

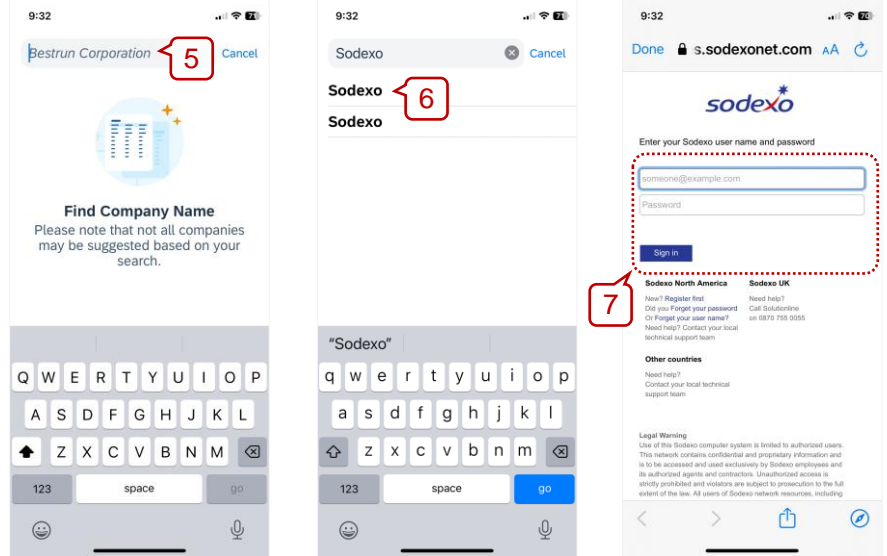
- Type 'Sodexo' into the **search** field at the top of the screen.
- Tap **Sodexo** from the search results or tap **go**.

Not connected to Sodexo network:

- Enter your Sodexo username (email address) and password and tap **Sign in**.
Ensure you have already updated your password.

Connected to Sodexo network:

If you are signing in from a Sodexo issued device and you are connected the Sodexo network, you will be taken directly to the home screen.



Follow the prompts for the MFA method you have chosen. This example uses SMS Authentication.

- Tap **Send Code**.
 - Enter Code** sent to you via SMS.
 - Tap **Verify**.
- The Home screen will appear.

