

SmartPay Training – SAP SuccessFactors Mobile App

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.

 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**.

You can either:

Android



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

Get started with app setup	2:43	🗢 😰	2:44		9:31	.⊪ ≎ ⊠⊧
 2. Tap Get Started. 3. Tap Company Name Activation. 4. Tap in Company Name. Welcome to SuccessFate Get Start		AP rs!	SAP Suc To get star one of the activate th cc Star Q R C Star Nan Compare	cessFactors ted, choose from options below to he app with your ompany. ode Activation Company he Activation 3 by URL Activation	SAP SuccessFactor Company Name Bestrun Corporation How do I find Company Nam	my te?
	Try a Demo		Which meth	hod should I use?	Try another activatio	n method





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- 5. Type 'Sodexo' into the **search** field at the top of the screen.
- 6. 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.

- 8. Tap Send Code.
- 9. Enter Code sent to you via SMS.
- 10. Tap Verify.

The Home screen will appear.





