## *How to Log in to Employee Central from a non-CMC Device*

### Logging in from a non-CMC Device

- ❑ For security reasons, all employees are required to us multi-factor authentication, or MFA, when logging in to protect your account.

- ❑ When you create your second proof of identity for MFA, you must use a CMC computer (computer or kiosk in the office or on a CMC laptop).

- ❑ Once you create your second proof of identity, you will only be prompted for MFA when using a non-CMC computer to prevent unauthorized access to your account.

- ❑ You will not be able to log into GlobalNet from a non-CMC device if you have not previously set up your factor(s).

1. From any device that has internet access, open your browser and go to www.cmc.com.

2. Click on the **Employees** link at the bottom of the screen.

3. This will bring you to the CMC Office365 login page. Enter your **CMC Username** (FirstName.LastName@cmc.com) and click the **Next** button.

4. You will be prompted to enter your **CMC Username** (FirstName.LastName@cmc.com) once again and your **CMC network password.** After you enter your credentials, click **Sign in.**
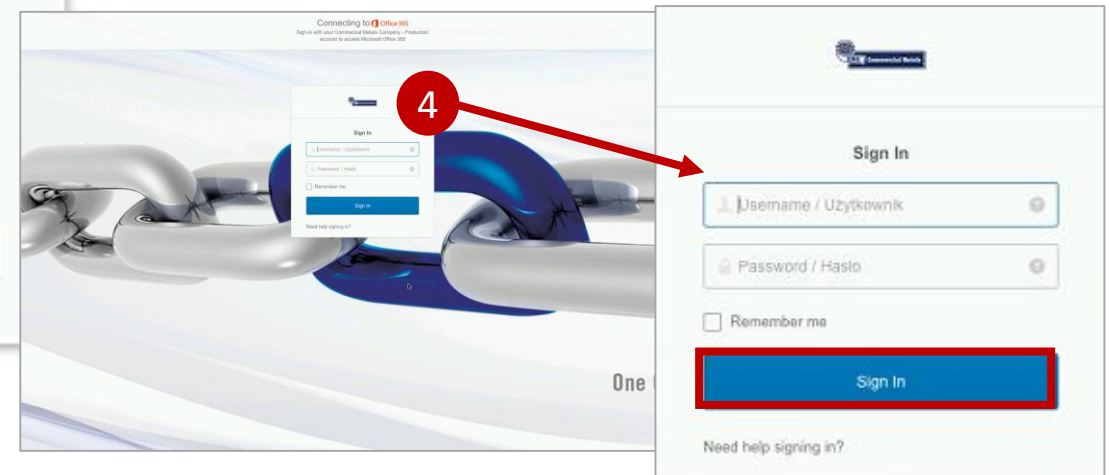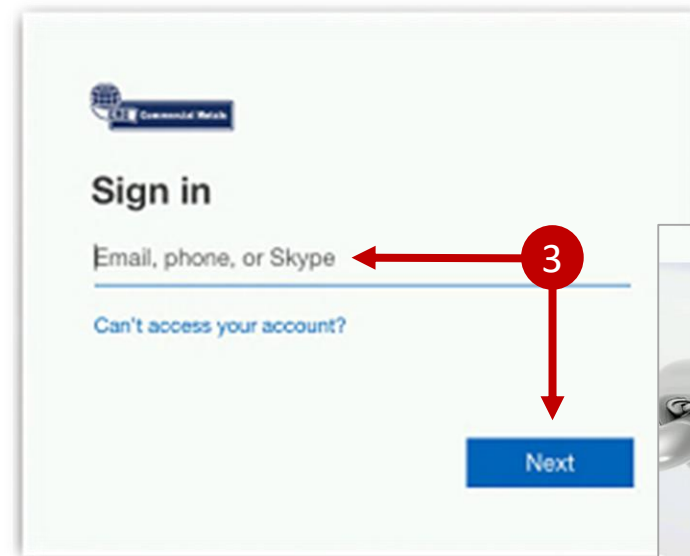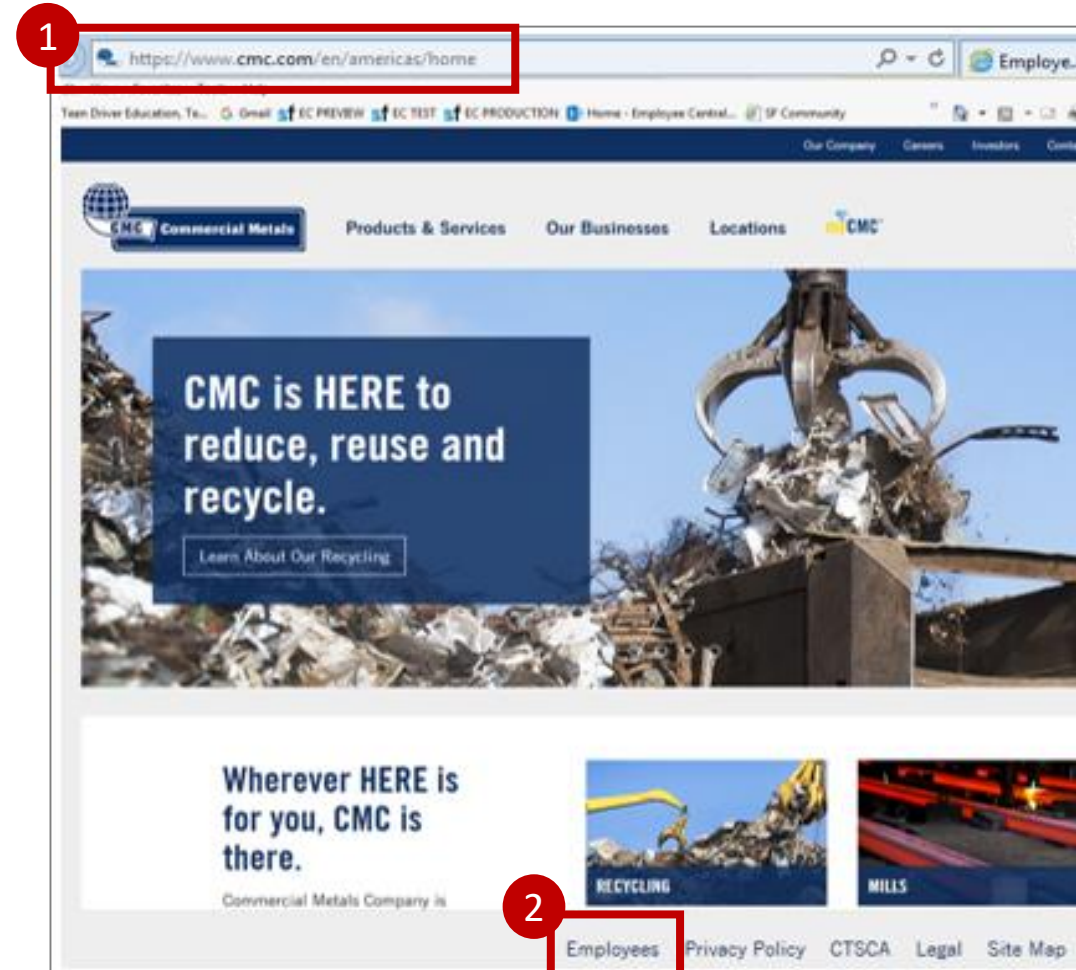


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2

# How to Log in to Employee Central from a non-CMC Device (continued)

5. Once you have entered your CMC username and network password, you will be prompted to prove your identity with the second factor(s) that you set up in the office including:
   - SMS to your phone (example)
   - Voice call to your phone with a code to enter on the screen
   - Push notification to the Okta Verify app on a mobile device
   - Push notification to the Google Authenticator app on a mobile device
   - Security Question

6. Enter your authentication code (example), click OK on the phone app, or answer your security question, and click Verify.

7. You may see this screen if you have more than one Microsoft account.
   - If you do, click Yes.
   - Do NOT select the "Don't show this again" box.

8. This will bring you to the CMC GlobalNet homepage. In the menu on the right, click on the Employee Central link and you will be automatically redirected and logged in to Employee Central homepage. Under the My Info section, click on the Careers tile to access current openings.



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3