

Accessing me@scotiabank through ScotiaWorld at home

ScotiaWorld provides access to me@scotiabank and other internal HR services from your personal device making it easy for you to stay informed and take action when you are not connected to the Bank's network.

Quick Links:

[What you need to know about MFA](#)

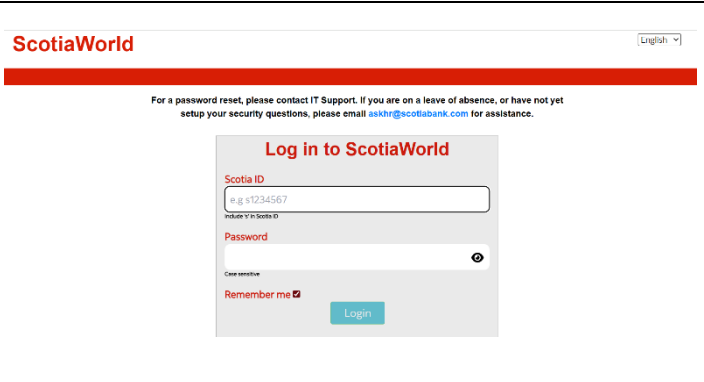
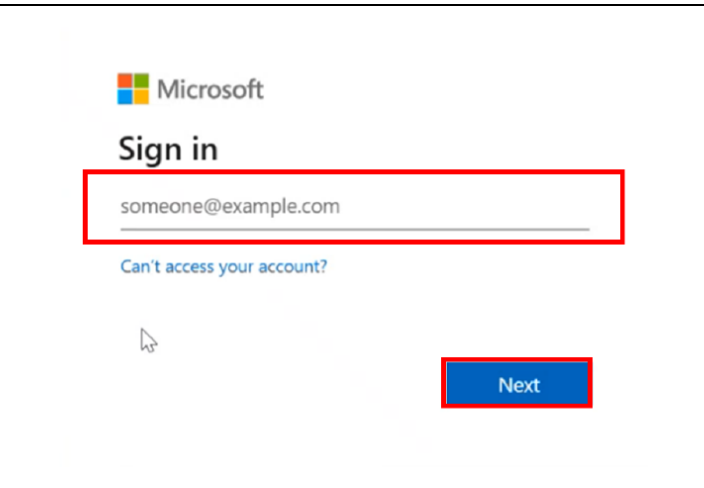
[How to log into ScotiaWorld using MS Authenticator App](#)

[Questions](#)

What you need to know about MFA

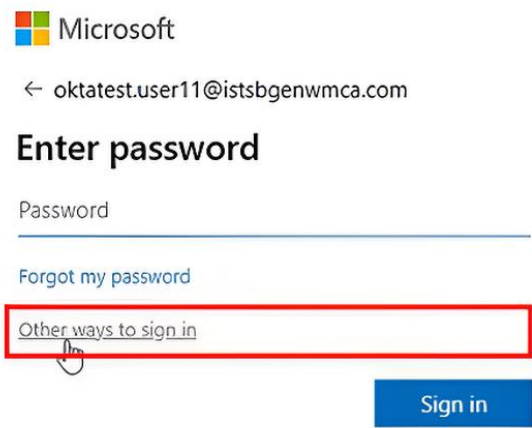
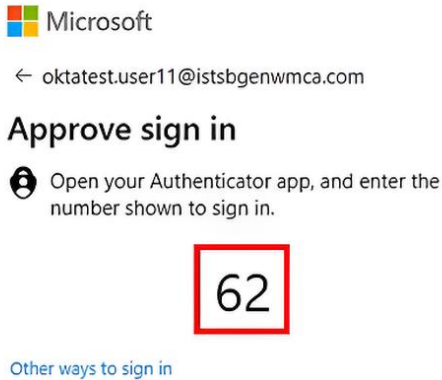
- **Scotiabank employees in U.S.** will need to be enrolled into the Bank-Approved Multi-Factor Authentications (MFA) to access ScotiaWorld.
- If you are not enrolled, connect to Bank's network to access these guides and complete the following steps:
 - Step 1: [Setup MFA using MS Authenticator App](#)
 - Step 2: [Enable Passwordless sign-in with MS Authenticator](#)
 - [MS Authenticator FAQs](#)

How to log into ScotiaWorld using MS Authenticator App

Step 1	In your browser, enter the following URL: www.scotiaworld.com Enter your Scotia ID and Password.	 The screenshot shows the ScotiaWorld login page. At the top, it says 'ScotiaWorld' with a language dropdown set to 'English'. Below this is a red banner with a message: 'For a password reset, please contact IT Support. If you are on a leave of absence, or have not yet setup your security questions, please email askhr@scotiabank.com for assistance.' The main login form is titled 'Log in to ScotiaWorld' and contains fields for 'Scotia ID' (with an example 'e.g. s1234567') and 'Password'. There is a 'Remember me' checkbox and a 'Login' button.
Step 2	You will be automatically redirected to the Microsoft Sign In page.	 The screenshot shows the Microsoft Sign in page. It features the Microsoft logo and the text 'Sign in'. A text input field contains the email address 'someone@example.com' and is highlighted with a red rectangle. Below the field is a link that says 'Can't access your account?'. At the bottom right, there is a blue 'Next' button highlighted with a red rectangle.
Step 3	Enter your Scotiabank email ID and click on the "Next" button.	

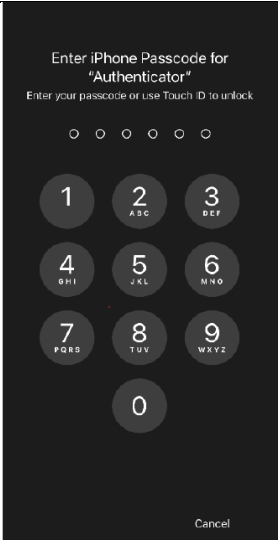
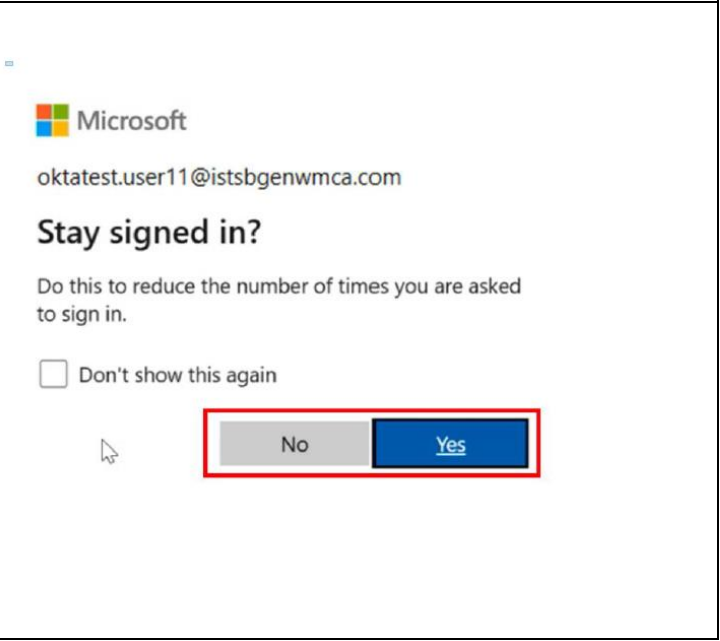


Employee Guide: ScotiaWorld (U.S.)

Step 4	Click on “Other ways to sign in”.	 The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo and the email address 'oktatest.user11@istsbgenwmca.com'. Below this is the heading 'Enter password' followed by a password input field. A link for 'Forgot my password' is visible. The 'Other ways to sign in' link is highlighted with a red rectangular box, and a mouse cursor is pointing at it. A blue 'Sign in' button is located at the bottom right.
Step 5	Click on the “Approve a request on my Microsoft Authenticator app” button.	 The screenshot displays the 'Choose a way to sign in' screen. It lists several authentication methods: 'Face, fingerprint, PIN or security key', 'Approve a request on my Microsoft Authenticator app' (highlighted with a red box), 'Use my password', and 'Use a certificate or smart card'. A 'Back' button is at the bottom right.
Step 6	A number will appear on the screen.	 The screenshot shows the 'Approve sign in' screen. It instructs the user to 'Open your Authenticator app, and enter the number shown to sign in.' The number '62' is displayed in a large font and is highlighted with a red rectangular box. A link for 'Other ways to sign in' is at the bottom.

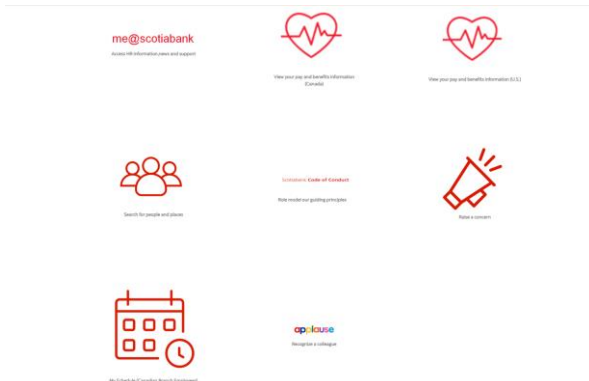


Employee Guide: ScotiaWorld (U.S.)

Step 7	Open the Microsoft Authenticator application on your mobile device and enter the number that appears on the screen in Step 5.  iPhone  Android	
Step 8	If prompted, validate your identity using your mobile device's unlock method (e.g., passcode, fingerprint, Face ID, etc.)	
Step 9	Once authenticated, you will be redirected to this screen in your browser. Based on your preference, click on the "Yes" or "No" button.	



Employee Guide: ScotiaWorld (U.S.)

Step 10	You will be signed into ScotiaWorld and redirected to the home page.	 A screenshot of the ScotiaWorld home page. It features a grid of service tiles with red icons. The tiles include: 'me@scotiabank' (email icon), 'View your pay and benefits information' (heart with pulse line), 'View your pay and benefits information (U.S.)' (heart with pulse line), 'Search for people and places' (group of people icon), 'Access a Guide of Scotiabank' (book icon), 'View member and partner privileges' (megaphone icon), 'My Schedule' (calendar icon), and 'ep@scotiabank' (lightbulb icon). The bottom of the page has a footer with '© Scotiabank (Canadian Bank of Commerce)'.
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Once you have logged into ScotiaWorld, you will be able to access me@scotiabank directly from the home page by entering your Scotia ID and Password.

Questions

- Need help with logging into ScotiaWorld?
 - Help with Scotia ID and password, please contact your local IT Help Desk
 - For MFA issues, connect to VPN and visit the [MFA Incident](#) web page, then select Tech Help for MFA Incident. Or please contact your local IT Help Desk
- Find HR information through Ask HR > [Policies, Guides & Forms](#), visit the me@scotiabank *Help Centre* for system how-to support, or send an email to askhr@scotiabank.com

