Workspace One

Workspace One is a centralized, user-friendly, app catalog – similar to that of apps on a smartphone.

To access Workspace One, navigate to https://portal.dsh.ca.gov (you will be automatically signed in). However, if you are connecting remotely to Workspace One (not on DSH’s network), you will need to know your DSH username and password.

Enter your Username and Password when presented with this screen below:

There is also a secondary requirement which is Multi-Factor Authentication. You will need to configure MFA before you can use the Workspace One system. For instruction on setting up Multi-Factor Authentication, see the document named “MFA End User Guide”.

Depending on the MFA method that was chosen during setup the next screens will vary.

**MFA With Text Code:**

If you chose the method option ‘Text Code”, you will receive a text message with a 6-digit code. On this screen you will enter your MFA 6-digit code + your PIN, that was created during MFA Setup.
MFA with Phone Call

If you chose the method option “Phone Call”, you will receive a Phone Call from Microsoft which will prompt you for your PIN that was created during MFA Setup. After entering your PIN you will be logged on.

MFA with Microsoft Authenticator App (Mobile App)

If you chose the Mobile Application method option, after entering your user name and password, the Windows Authenticator app will open on your phone and prompt you to enter your PIN into the phone application. This will automatically log you on.

Note: This option requires a free application from Microsoft called Windows Authenticator which can be downloaded from the Android Play or iPhone App Stores. You will also need to configure the Windows Authenticator application to work with your account on the https://access.dsh.ca.gov website.

Below is a screenshot of what Workspace One will look like once signed in. Notice the name displayed on the top right-hand side will indicate the currently signed in user.
When you first select Open on any application you intend to use, the window below will appear and run for a short period of time before the application successfully launches. Additional applications opened within the same day will launch exponentially quicker.

Lastly, apps that you use frequently can be bookmarked for quicker access.

Selecting the Bookmarks tab will take you to those applications you saved.

Note: Whenever signing into Workspace One, you will be taken to your Bookmarks page by default. Select the Catalog tab to explore additional applications.
A few options are available by selecting the ellipses on the top right-hand side of the app icon.