

DOWNLOADING WORKDAY

This job aid demonstrates how to download and access the Workday Mobile application across devices.

ANDROID

To download Workday Mobile on your Android device:

1. From your device, navigate to the Google Play Store.
1. In the search field, enter *Workday* and select **Workday** from the results.
2. Tap **Install**, then **Open** to launch the Workday Mobile app.
3. Tap the **Log In** button.
4. Follow the onscreen prompts to complete the initial setup steps for your company.

IPAD AND IPHONE

To download Workday Mobile on your iPad or iPhone:

1. From your device, navigate to the App Store.
2. In the search field, enter *Workday* and select **Workday** from the results.
3. Tap **Get**, then **Install**.
4. Tap **Open** once the app has downloaded.

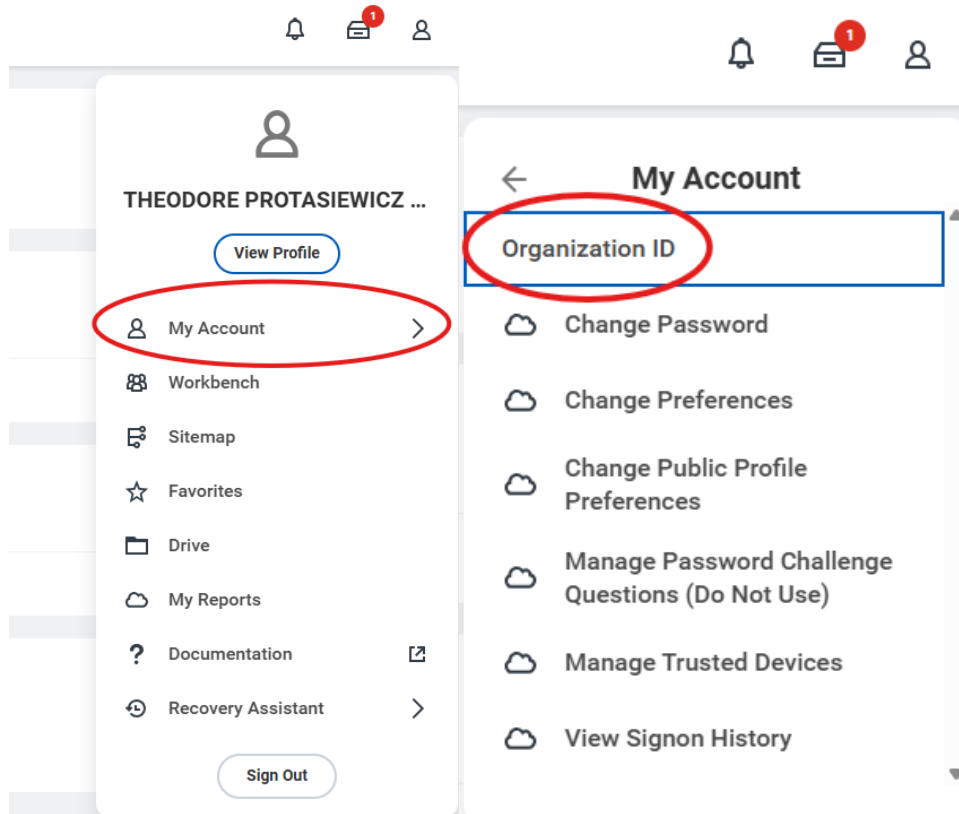


Note: There are two ways to enter company credentials in Workday Mobile. This document covers the settings method. Alternatively, you can use the mobile setup instructions in the app. If you can successfully access your Workday account, you can skip the setup instructions below.

5. Option 1: Tap **Log In**.

Enter or scan your Organization ID. The Organization ID and QR Code to scan can be found in Workday. From your desktop, log on to Workday.

6. Click your Profile picture. Select **My Account** and **Organization ID**.



Access Workday on the go

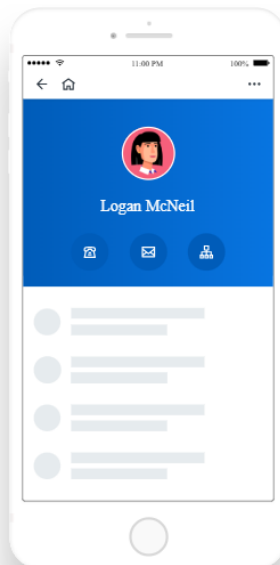
Your Organization ID:mke1

Get the Workday mobile app and use your Organization ID to connect.

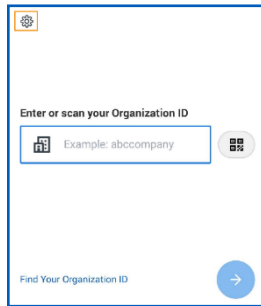
Scan



Download



7. (Optional) Tap **Settings**. From General Settings, enter your tenant and your company's Workday web address. Then, tap **Save**.



8. Enter your username and password and tap **Sign In**.
9. Tap **Allow** to enable push notifications.

MOBILE AUTHENTICATION

In order to sign into Workday Mobile, users will need to use the single sign-on (SSO) authentication process.

1. Open the Workday app.
2. A prompt appears asking you to enter your username and password.
3. Once correctly entered, users will receive a push notification via a multifactor authentication to verify your account.
4. Complete the push notification to successfully login to your Workday dashboard.

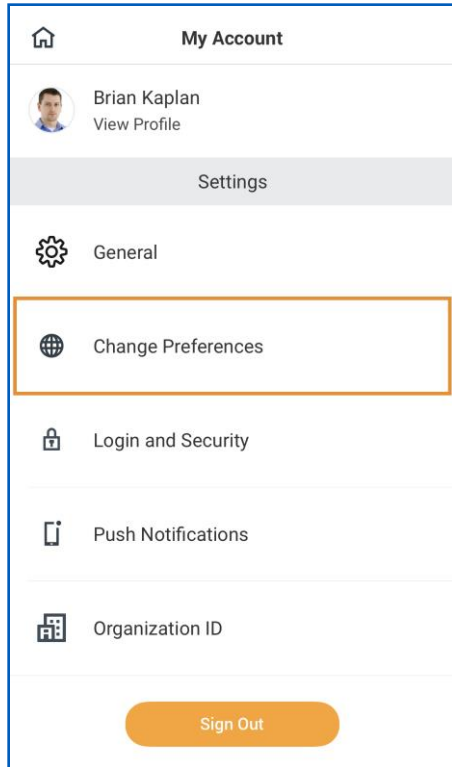
FACE OR TOUCH ID (ENABLED IOS DEVICES ONLY)

Users will have the option to set up a PIN or enable Face or Touch ID. To learn more about this feature, refer to the Use Tools and Navigation job aid.

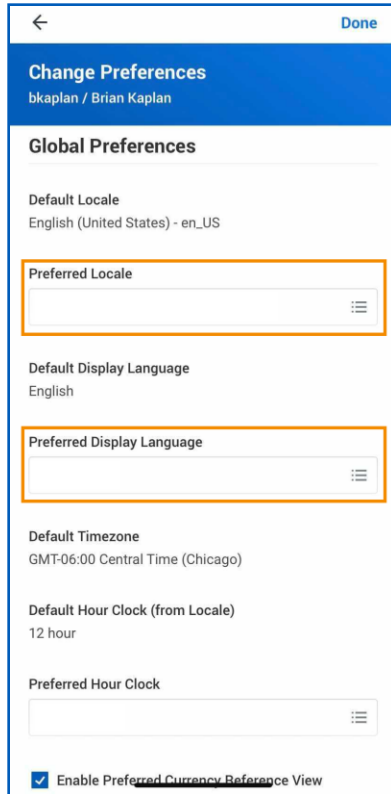
USER PREFERENCES ON MOBILE

You can change your preferences such as preferred language, locale, currency, and more on Workday Mobile.

1. From the Workday Mobile Home screen, tap your **Profile** photo.
2. Under Settings, tap **Change Preferences**.



3. In the Preferred Locale field, tap the **prompt** icon and select a locale (e.g., English (United States) – en_US). Then, tap **Close**.
4. In the Preferred Display Language field, tap the **prompt** icon and select a language. Then, tap **Close**.

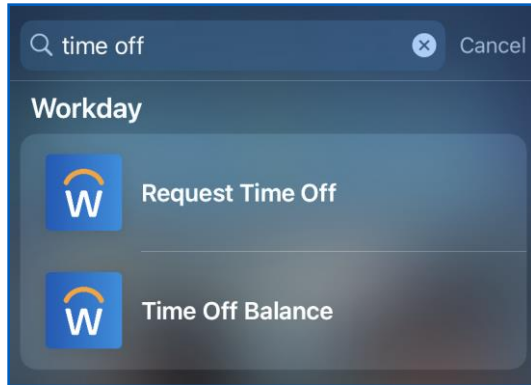


5. Scroll down and select a Preferred Hour Clock and Preferred Currency.
6. Tap **Done** to save your selections.

SPOTLIGHT SEARCH (IOS ONLY)

You can search for commonly used tasks in Workday Mobile and they will display in your search results. You must be signed into Workday for the feature to work.

1. From your home screen on your iOS device, swipe right to open Spotlight Search.
(Depending on your iOS version, you may need to swipe down.)
2. Search for a keyword like *time*. Suggested Workday tasks will display.
3. Select a task to navigate to the action in Workday.

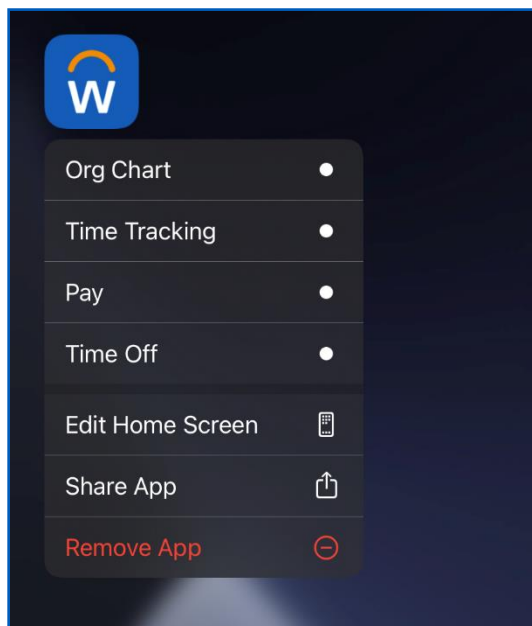


3D TOUCH IPHONE (IOS 12.0 OR LATER)

For users with iPhone 6s, 6s Plus, or newer devices, Workday displays quick actions from the phone's home screen. You can access these actions with a single tap.

1. From the home screen on your phone, press the **Workday app** icon firmly to quickly access the first four applications.
2. Select the application you would like to use.

If you reorder your applications on the Workday Home page, your quick actions will update to reflect the new top four. Over time, based on usage, your quick actions will display your top four most commonly used tasks.



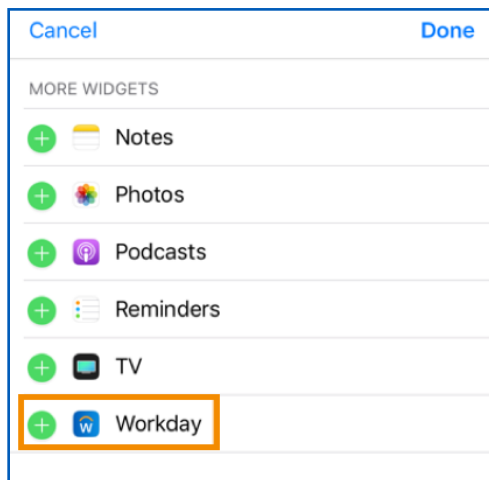
TODAY VIEW (IOS ONLY)

IPHONE

The Today View displays in your notification center. It contains widgets to help you navigate your day. The Workday widget provides access to the first four applications from your quick actions.

From the top of your phone's home screen:

1. Swipe down to display the menu bar. (Depending on your iOS version, you may need to swipe right.)
2. Scroll down and tap **Edit**, then **Customize**.
3. Next to the Workday app icon, tap the **plus** icon to add it to your Today View.



4. Tap **Done**.

If you reorder your applications on the Home page within the Workday app, the Today View updates to reflect the new top four applications.

Over time, the Today View learns your usage preferences and will display your top four most commonly used tasks.

