

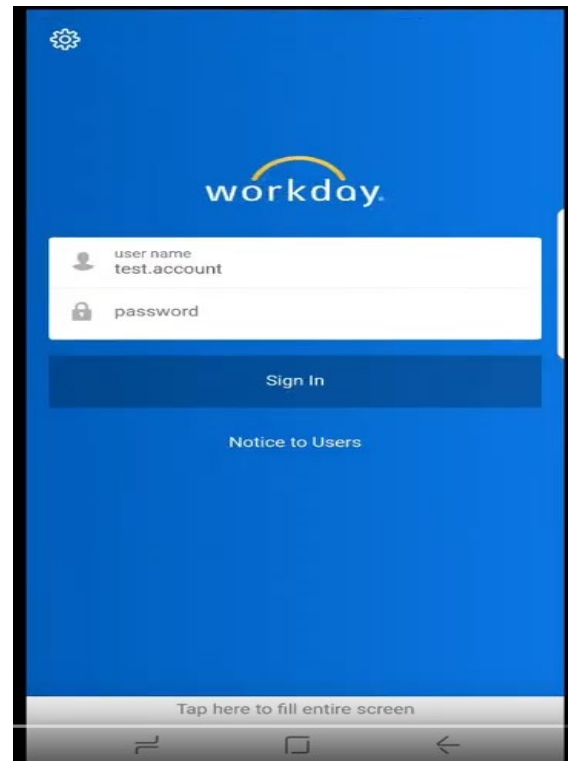
DOWNLOADING WORKDAY


This job aid demonstrates how to download and access the Workday Mobile application across devices. Before opening up the Workday Android App please make sure your Data feature is turned on your phone.

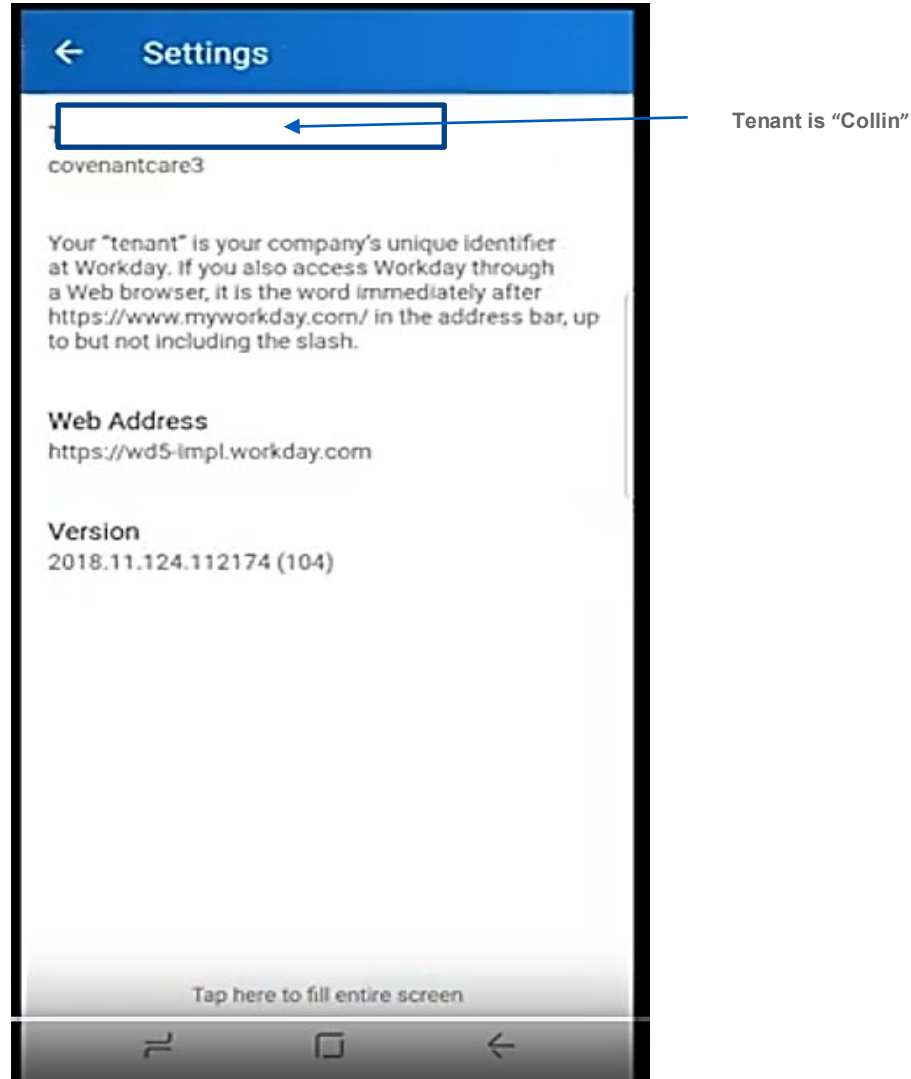
ANDROID

To download Workday Mobile on your Android device:

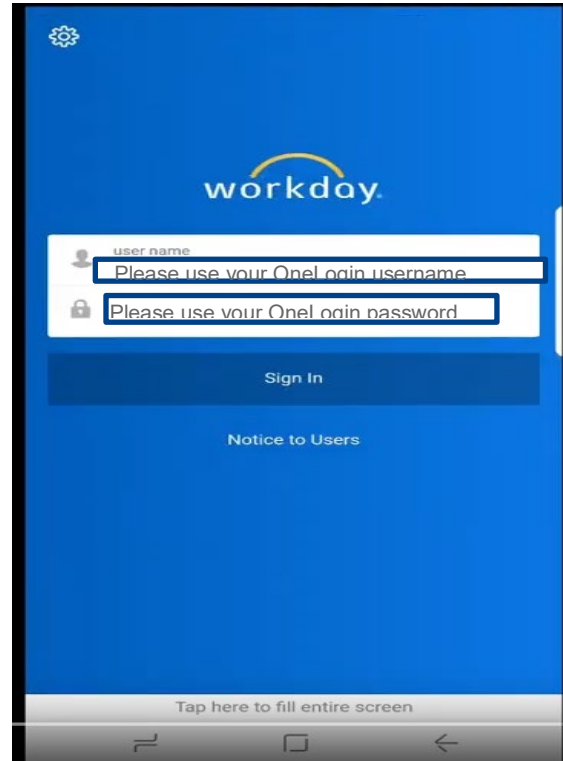
1. From your device, navigate to the Google Play Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app (you will see the screen below).



4. click the  gear wheel to bring up the screen below.



5. Enter your OneLogin username and Password. A confirmation code will be sent to either your phone or your email. Enter the confirmation code and allow Workday to remember your phone. You now have Workday installed on your Android device.

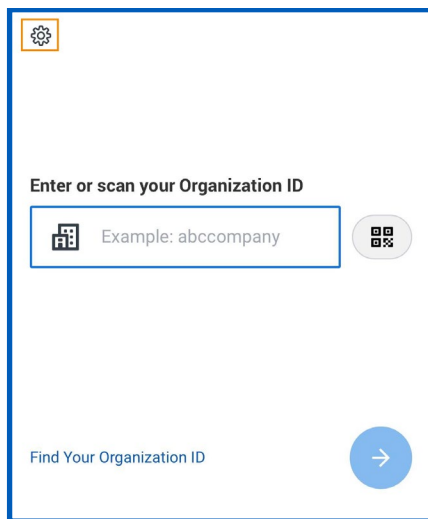


Getting Started: Installing Workday Mobile

IPAD AND IPHONE

To download Workday Mobile on your iPad or iPhone:

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



6. Enter or scan your Organization ID.
 - a. Organization ID = Collin
 - b. Scan =



7. Or tap **Settings** to add specifics about your organization's tenant. From General Settings, enter your tenant and your company's Workday web address. Then, tap **Save**.

Cancel General Settings Save

Tenant collin

Your "tenant" is your company's unique identifier at Workday. If you also access Workday through a Web browser, it is the word immediately after `https://www.myworkday.com/` in the address bar, up to but not including the slash.

Web Address `https://www.myworkday.com`

Presenter Mode

Brightness Control

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

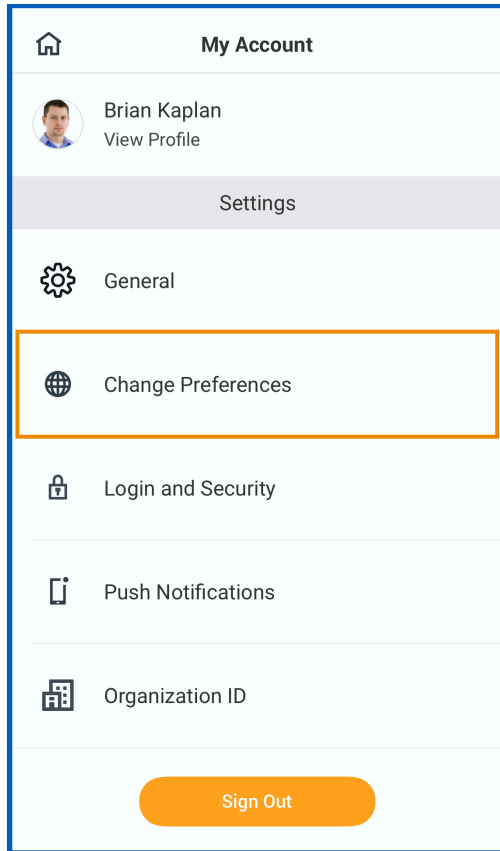
USER PREFERENCES ON MOBILE

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

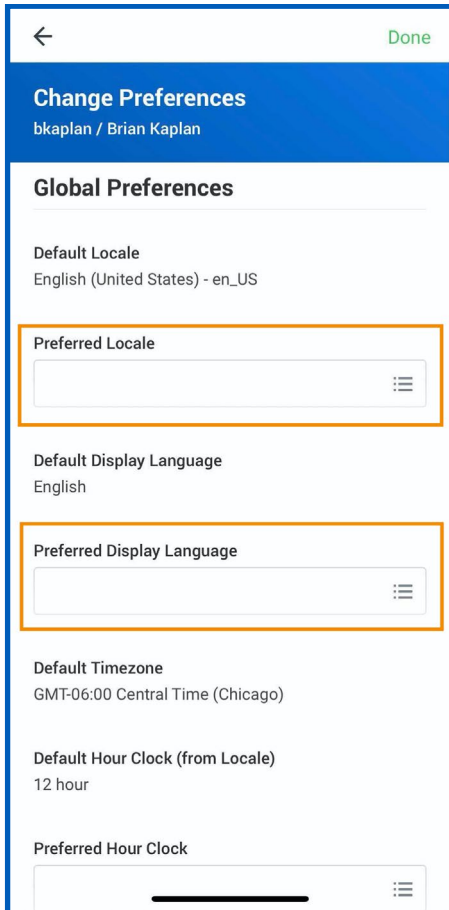
Getting Started: Installing Workday Mobile

Employee

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.
4. Tap **Close**.
5. In the Preferred Display Language field, tap the **prompt** icon and select a language. Then, tap **Close**.

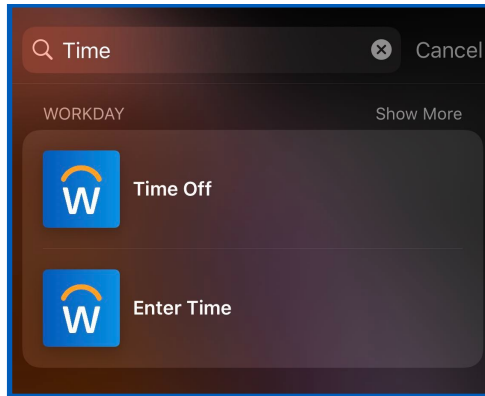


6. Scroll down and select a Preferred Hour Clock and Preferred Currency.
7. Tap **Done** to save your selections.

SPOTLIGHT SEARCH (IOS ONLY)

You can search for commonly used tasks in Workday Mobile and they will display in your top hits. You must be signed in to 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.

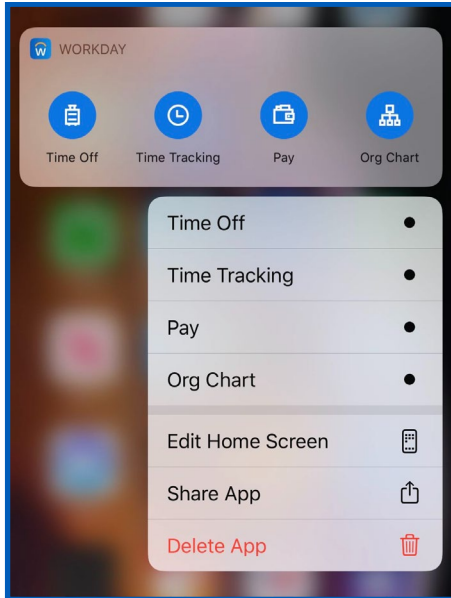


3D TOUCH IPHONE (IOS 12.0 OR LATER)

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 apps.
2. Select the app you would like to use.

If you reorder your apps 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.



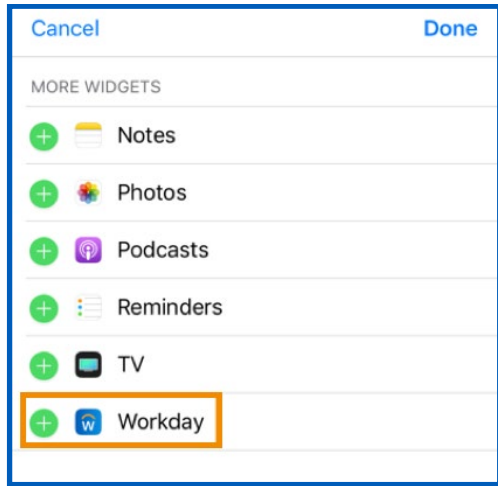
TODAY VIEW (IOS ONLY)

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 apps 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. Tap the **plus** icon next to the Workday app icon to add it to your Today View.



4. Tap **Done**.

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

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

