

workday® Quick Facts

HOW TO DOWNLOAD THE MOBILE APP AND ACCESS THE ORGANIZATION ID



Installing Workday Mobile

The Workday Mobile App gives you the tools, insights, and answers you need to maintain workplace productivity - all in one convenient place. Follow the instructions below to get started using the app!

Note: With Workday Mobile, geofencing coordinates are enabled. If you are not at your place of work, or your designated location, it will not allow you to clock in or clock out on Workday Mobile. If you work remotely, you will use a desktop version of Workday, in which geofencing is not activated.



iPad and iPhone

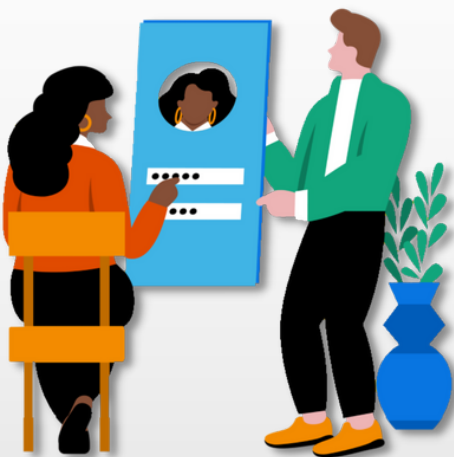
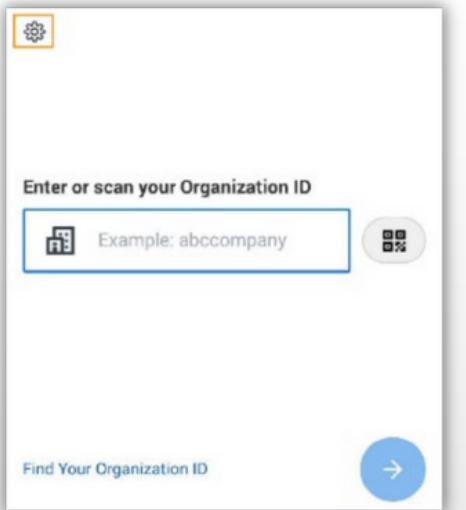
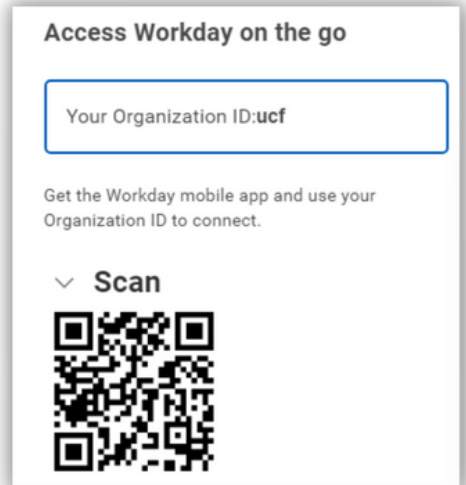
To download Workday Mobile on Apple devices:

- 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 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.
- 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.



Android

To download Workday Mobile on Android devices:

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

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