

DOWNLOADING WORKDAY

This job aid demonstrates how to download and access the Workday Mobile application from your mobile device.

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.
4. Tap the **Let's get started** button.
5. Complete initial setup steps, including agreeing to license agreements and entering company settings.

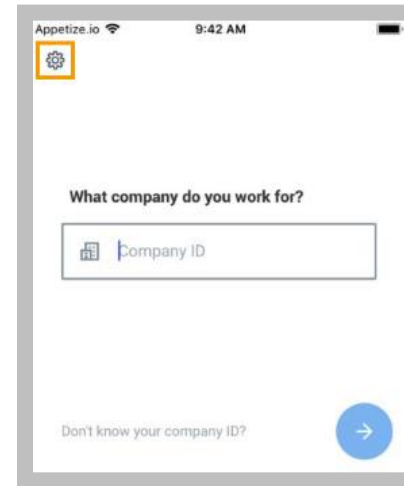
IPAD AND IPHONE

To download Workday Mobile on your iPad or iPhone:

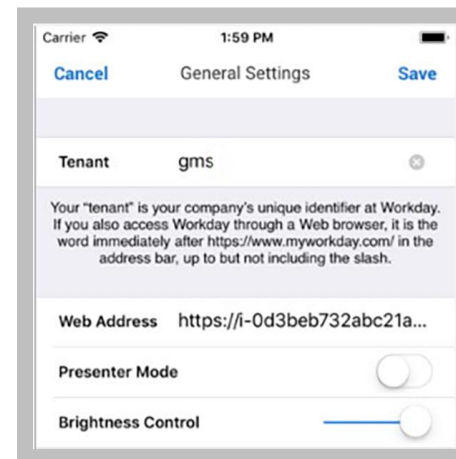
1. From your device, navigate to the App Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Get**, then **Install**.
4. Tap **Open** once the app has downloaded.



Note: There are two ways to enter your 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. You can either search for your company name from the prompt or tap **Settings** to add specifics about your company's tenant.
6. From the settings, enter your company's Workday web address and tap **Save**.



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

MOBILE AUTHENTICATION

Depending on your organization's security, mobile users can sign in to Workday Mobile with a personal identification number (PIN) for faster access. Mobile PIN authentication is compatible with single sign-on (SSO) authentication.

1. Sign in to Workday. A prompt appears, asking if you want to set up a PIN.
2. Enter a PIN between four and eight digits long.
3. Tap the **checkmark**.
4. Confirm the PIN by entering the characters again and then tapping the **checkmark**.
5. Tap **Allow** to enable push notifications.

TOUCH ID (ENABLED IOS DEVICES ONLY)

When setting up the PIN, users with enabled devices may see a prompt asking to enable Touch ID (depending on your company's security).

1. Tap to set the **Touch ID** toggle to the on position to enable this feature now and for future logins.
2. Place your finger on the **Home** button. You can now use Touch ID to log in to Workday Mobile.

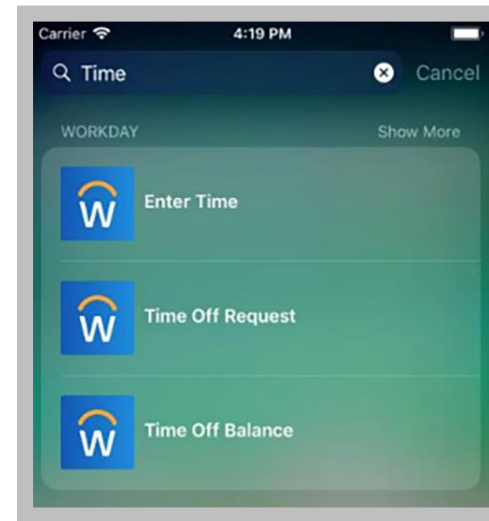
SPOTLIGHT SEARCH (IOS ONLY)

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



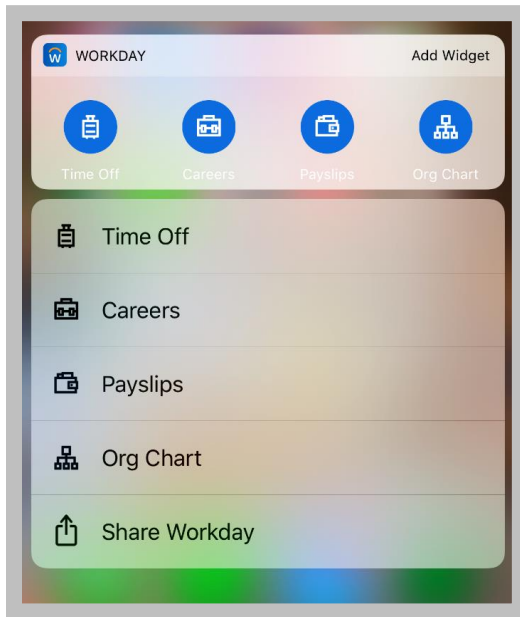
3D TOUCH (IPHONE 6S, 6S PLUS)

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.

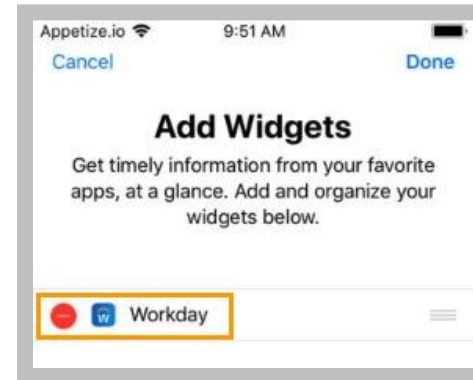
1. From the home screen on your phone, press the **Workday app** icon firmly to quickly access the first four apps.
2. Select the app you would like to use.

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.



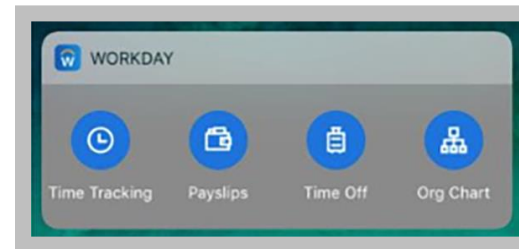
Today View.



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.



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**.
3. Tap the **plus** icon next to the Workday app icon to add it to your