

DOWNLOADING WORKDAY MOBILE APPLICATION

This job aid demonstrates how to download and access the Workday Mobile app across devices. The Workday Mobile app will mirror functionality per your Workday security. Functionality available in the app is driven by Workday product design and may not include all features accessible on the Workday website.

ANDROID

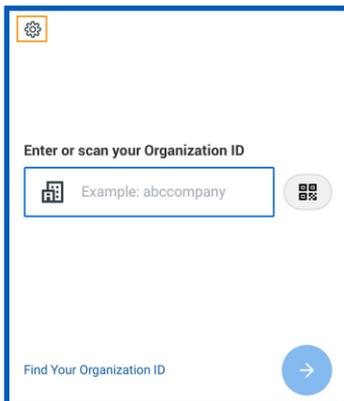
To download Workday Mobile on your Android device:

1. From your device, navigate to the Google Play Store.
2. In the search field, enter *Workday* and select **Workday** from the results.
3. Select **Install**, then **Open** to launch the Workday Mobile app.
4. Select the **Log In** button.
5. 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. Select **Get**, then **Install**.
4. Select **Open** once the app has downloaded, then select **Log In**.
5. Enter or scan your Organization ID, then select the arrow button.



6. Enter your username and password and select **Sign In**.
7. (Optional) Select **Allow** to enable push notifications.

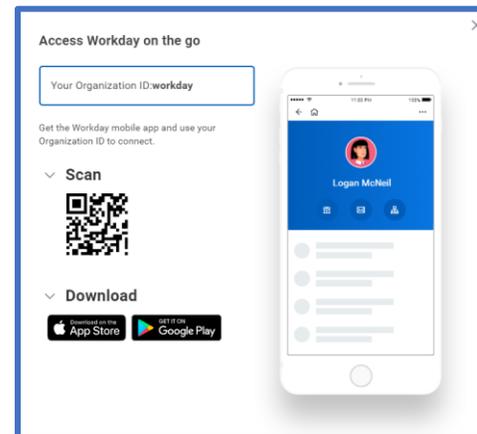


Note: Logging into Workday on the Website to receive the QR code is helpful when logging into Workday Mobile with an Android, iPad or iPhone.

QR CODE FOR MOBILE

From your Workday website:

1. Select your **Profile picture**.
2. Select **My Account**.
3. Select **Organization ID**.
4. A QR code will display.



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 into Workday.
2. A prompt appears asking if you want to remember the device. Select the checkbox, then select **Submit**.
3. Next, a prompt appears, asking if you want to set up a PIN.
4. Enter a PIN between four and eight digits long.
5. Select the **checkmark**.
6. Confirm the PIN by entering the numbers again and then selecting the **checkmark**.
7. Select **Allow**, then **OK** to enable push notifications.

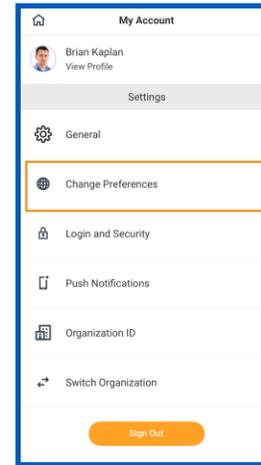
FACE OR TOUCH ID (ENABLED ON IPAD AND IPHONE DEVICES ONLY)

When setting up a PIN, users with enabled devices may notice a prompt asking to enable Face or Touch ID (depending on your company's security). Select the Use Face ID or Touch ID button to enable this feature for now and for future easy access or select Skip to continue.

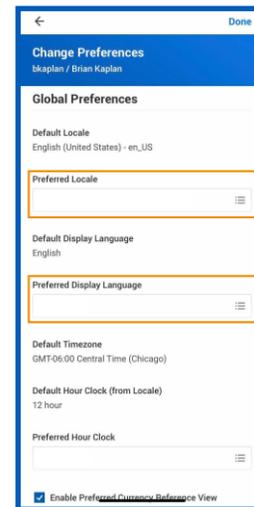
USER PREFERENCES ON MOBILE

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

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



3. In the Preferred Locale field, select the **prompt** icon and select a locale.
4. In the Preferred Display Language field, select the **prompt** icon and select a language.



5. Scroll down and select a Preferred Hour Clock and Preferred Currency.
6. Select **Done** to save your selections. You may be prompted to sign out and sign back in to apply these changes.

UNINSTALLING WORKDAY MOBILE APPLICATION

ANDROID

To uninstall Workday Mobile on your Android device:

1. From your device, navigate to the **Workday Mobile App**.
2. Hold down the app, select **Uninstall**.

IPAD AND IPHONE

To uninstall Workday Mobile on your iPad or iPhone:

1. From your device, navigate to the **Workday Mobile App**.
2. Hold down on the app, select **Remove App**.
3. Select **Delete App** or **Remove from Home Screen**.