

## 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.
2. In the search field, enter *Workday* and select **Workday** from the results.
3. Select **Install**, then **Open** to launch the Workday Mobile application.
4. Select the **Log In** button.
5. Follow the on-screen prompts to complete the initial setup steps for your company.

### iPad and iPhone

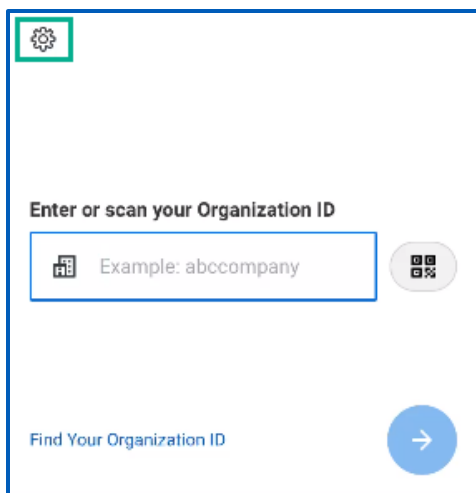
To download Workday Mobile on your iPad or iPhone:

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 application has downloaded.

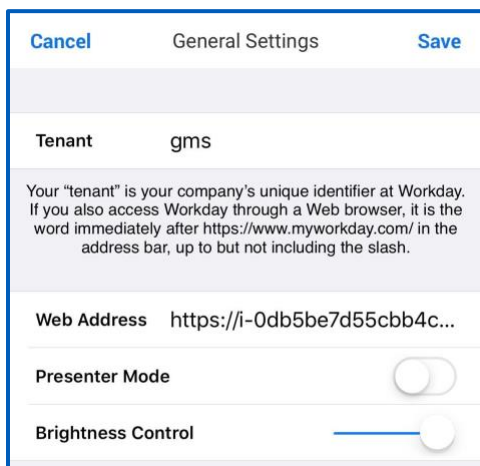


Note: There are two ways to enter company credentials in Workday Mobile. This document covers the settings method. Alternatively, you can use the mobile setup instructions in the application. If you can successfully access your Workday account, you can skip the setup instructions below.

5. Select **Log In**.
6. Enter or scan your Organization ID, then select the arrow button, as shown in the image below.



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



8. Enter your username and password and select **Sign In**.
9. (Optional) Select **Allow** 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.
2. A prompt appears asking if you want to remember the device. Select the **checkbox**, then select **Submit**.
3. Next, a prompt displays, asking if you want to set up a PIN.
4. Enter a PIN between 4 and 8 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 iOS 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 Workday Mobile

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

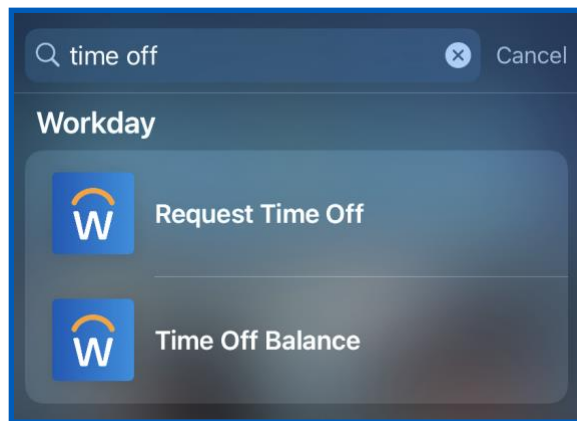
1. From the Workday Mobile Home screen, select your **Profile** photo.
2. Under Settings, select **Change Preferences**.
3. In the Preferred Locale field, select the **prompt** icon and select a locale.
4. In the Preferred Display Language field, select the **prompt** icon and select a language.
5. Scroll down and select a preferred hour clock and preferred currency.

6. Select **Done** to save your selections. Workday may prompt you to sign out and sign back in to apply these changes.

### Spotlight Search (iOS Only)

You can search for commonly used tasks in Workday Mobile and they will display in your search results. Sign in to Workday for this 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, as shown in the image below.
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.

1. From the home screen on your phone, select the **Workday** application 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 used tasks, as shown in the image below.

