



Workday Quick Guide: Getting Started - Workday Mobile

Workday for iPhone / iPad Users

To install Workday on your iPad or iPhone:

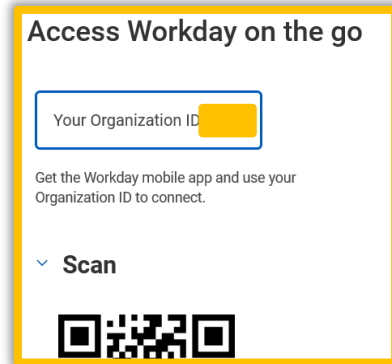
1. Navigate to the **App store**
2. Enter **Workday in** the search field , and select **Workday** for the search result
3. Tap **Get**, and **Install**
4. Tap **Open** once the app has downloaded

Workday for Android Users

To install Workday on your iPad or iPhone:

1. Navigate to the **Google Play Store**
2. Enter **Workday** in the search field and select Workday from the results.
3. Tap **Install, launch** and tap the **Log In** button.
4. Complete initial setup steps, including agreeing to license agreements

5. Scan the Organization QR Code from Workday Web (This can be *found under your Profile Menu>My Account>Organization ID* or Enter the Organization ID provided
6. Enter your CWL **Username** and **Password** (Multi Factor Authentication) – VPN is **NOT** required
7. Tap **Sign in** button



Mobile Authentication

The first time you log into workday from your mobile device, you will be required to set up a pin. **Note that this is NOT optional**

8. Tap **Set up Pin**
9. Enter a **PIN** between 5 and 8 characters long (After 3 PIN failures the account will lock out)
10. Tap the **green checkmark**
11. Confirm the **PIN** by entering the characters again and then tapping the **green checkmark**
12. Tap **OK** to enable push notifications

Note: Enhanced mobile security is turned on so you can set up and enable your biometrics i.e. fingerprints or Face ID*