

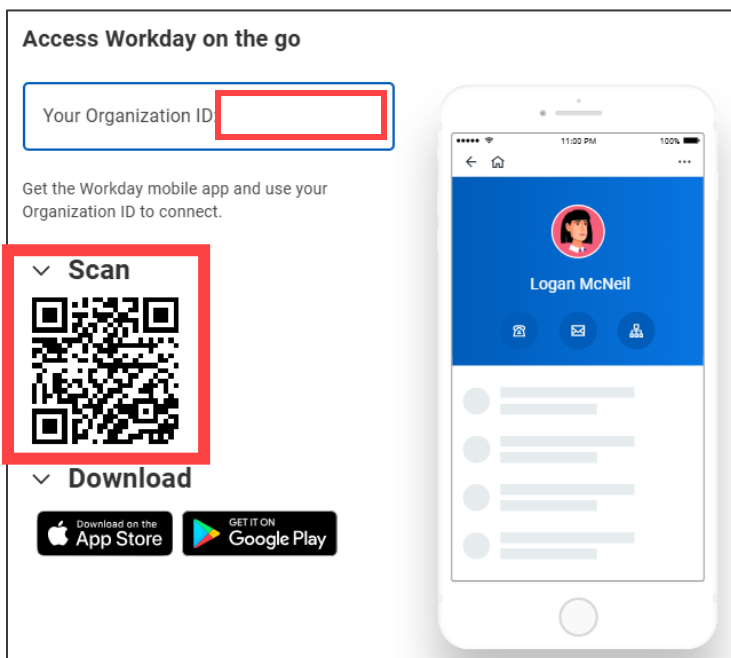
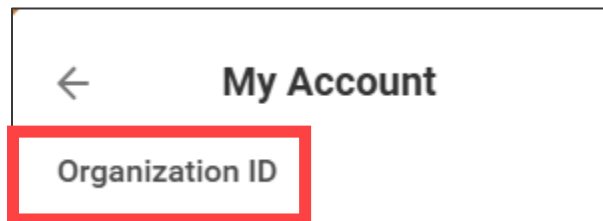
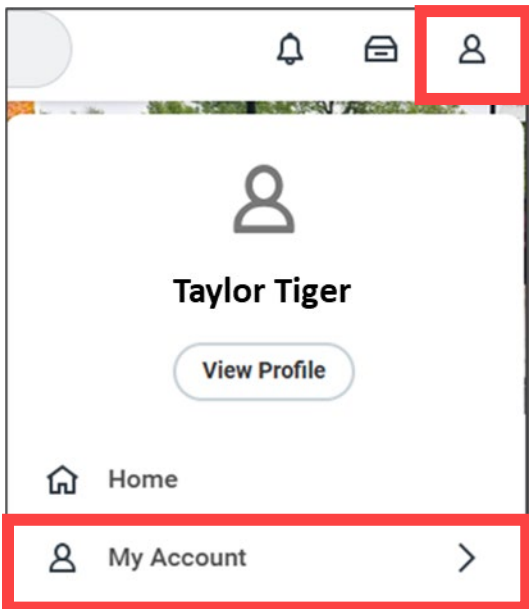
INSTALL AND CONFIGURE WORKDAY MOBILE

Summary

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

Downloading Workday via QR Code

Within Workday, you can use the QR code to initiate the download for the mobile app. Click your **Profile** image > **My Account** > **Organization ID**. Use your camera or an app to scan the QR code.



You can also use your phone's app store to download the app. Follow the additional steps in this tutorial to complete installing the app.

Downloading Workday from App Store

ANDROID

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 **Log In** button.
5. Use the **web-based Workday tenant** to access your profile.
6. Use the **Organization ID** or **QR Code** to complete sign in.
7. Use your **CU ID** and **Password** to login.
8. You will need to complete the **Ping Authorization** to finalize the installation process.

Android Homepage

The mobile Workday homepage displays your frequently used applications. Additional options are in the top corners of the homepage.

The magnifying glass gives the ability to search for people, tasks, and reports.

The line icon is a drop-down menu for security and account options.

NOTE: There are many important features that are viewable from your **Profile**.

Use the line icon to access your **Profile**. When accessing your **Profile**, you can review additional actions under the ellipsis icon. The ellipsis takes you to the **Action** page.

The icons at the bottom of the app are:

- Home
- Inbox
- Notifications
- Apps

iPAD AND 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.
5. Tap the **Log In** button.
6. Use the **web-based Workday tenant** to access your profile.
7. Use the **Organization ID** or **QR Code** to complete sign in.
8. Use your **CU ID** and **Password** to login.
9. You will need to complete the **Ping Authorization** to finalize the installation process.

Navigating Workday Mobile

iPad and iPhone Homepage

The mobile Workday homepage displays your frequently used applications. Additional options are in the top corners of the homepage.

The magnifying glass gives the ability to search for people, tasks, and reports.

The person icon is a drop-down menu for security and account options.

NOTE: There are many important features that are viewable from your **Profile**. Use the person icon to access your **Profile**.

The ellipsis will appear when you click **View Profile**. Under the ellipsis are additional action items that can be viewed.