WORKDAY MOBILE

DOWNLOAD THE WORKDAY APP: 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 **Log In** button.

5. Follow the onscreen prompts to complete the initial setup steps for your company.
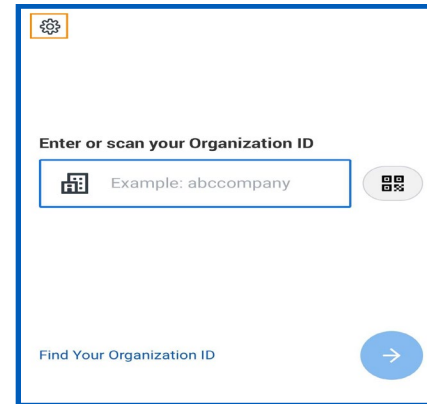
DOWNLOAD THE WORKDAY APP: IPHONE & IPAD

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**.
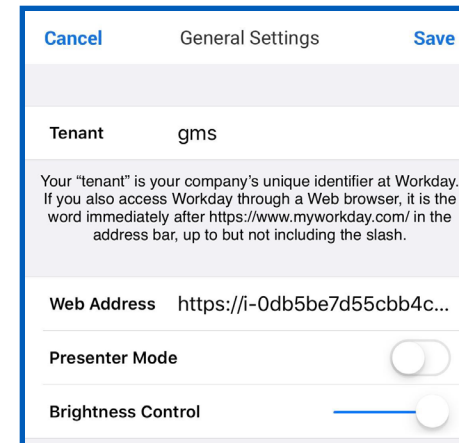
4. Tap **Open** once the app has downloaded.

Note: There are two ways to enter 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. Tap **Log In**.

6. Enter or scan your Organization ID or tap **Settings** to add specifics about your organization's tenant.

7. From General Settings, enter your tenant and your company's Workday web address. Then, tap **Save**.

8. Enter your username and password and tap **Sign In**. Same credentials you use for county email.

9. Tap **Allow** to enable push notifications.