Getting Started: Installing Workday Mobile

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. 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.
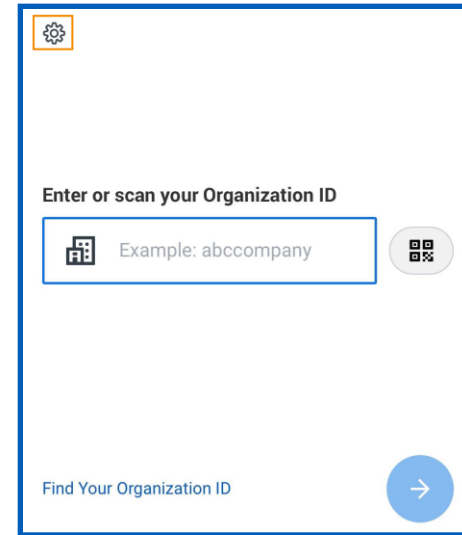
IPAD AND IPHONE

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. 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 **bridgeigp** or scan your Organization ID as shown below, then tap the arrow button.
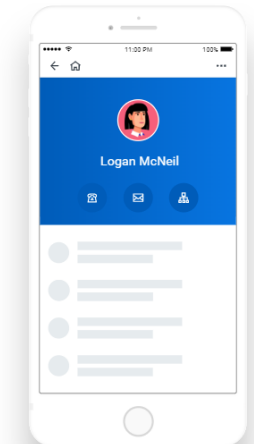

Enter or scan your Organization ID

Example: abccompany

Find Your Organization ID

Access Workday on the go

Your Organization ID:**bridgeigp**

Get the Workday mobile app and use your Organization ID to connect.

⌄ **Scan**

⌄ **Download**

Download on the App Store

GET IT ON Google Play

Logan McNeil

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MOBILE AUTHENTICATION

Depending on your organization's security, mobile users can sign into 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. Tap the checkbox, then tap **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. Tap the **checkmark**.

6. Confirm the PIN by entering the numbers again and then tapping the **checkmark**.

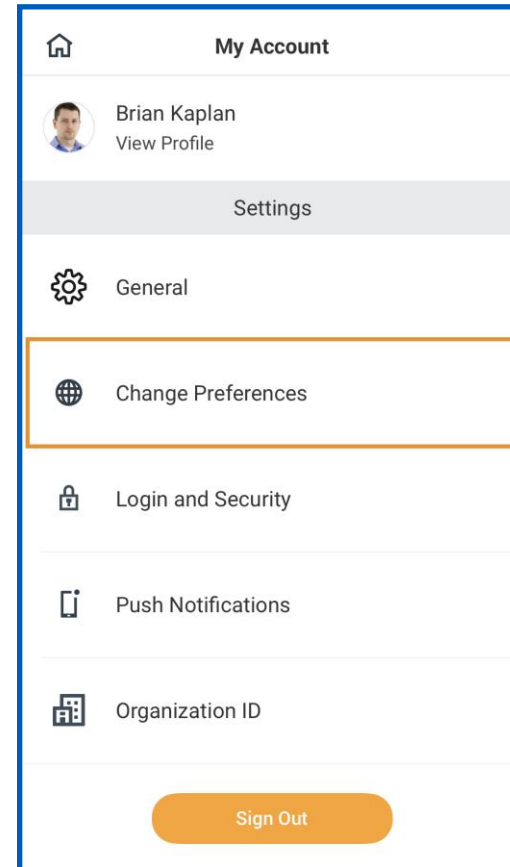7. Tap **Allow**, then **OK** to enable push notifications.

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). Tap the Use Face ID or Touch ID button to enable this feature for now and for future easy access or tap Skip to continue.
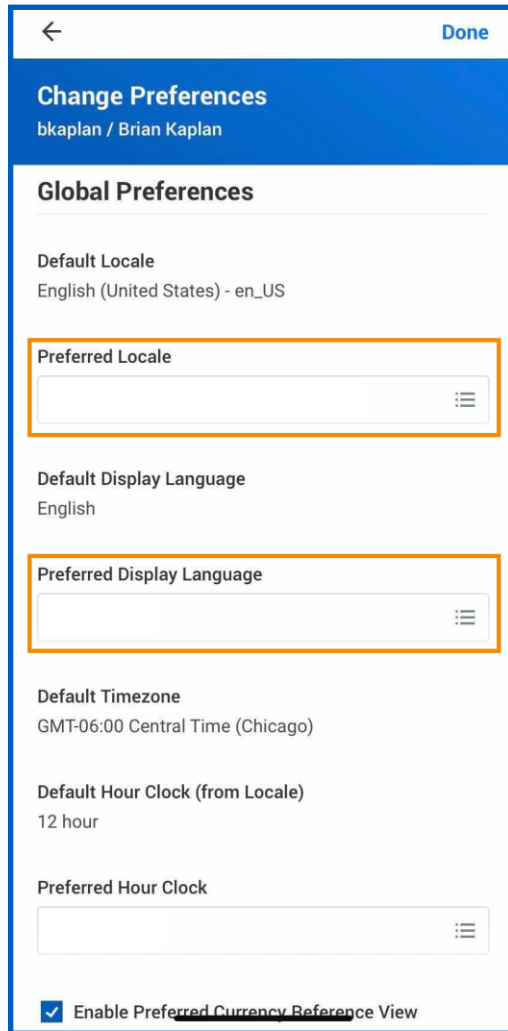
USER PREFERENCES ON MOBILE

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

1. From the Workday Mobile Home screen, tap your **Profile** photo.

2. Under Settings, tap **Change Preferences**.

3. In the Preferred Locale field, tap the **prompt** icon and select a locale.

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

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none
none

Employee

5. Scroll down and select a Preferred Hour Clock and Preferred Currency.

6. Tap **Done** to save your selections. You may be prompted to sign out and sign back in to apply these changes.

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. You can access these actions with a single tap.

1. From the home screen on your phone, press the **Workday app** 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 commonly used tasks.

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