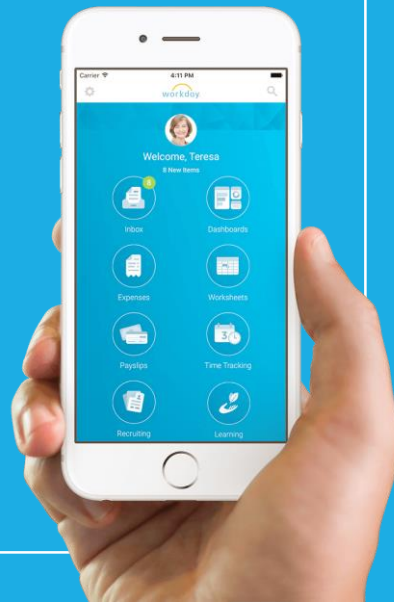


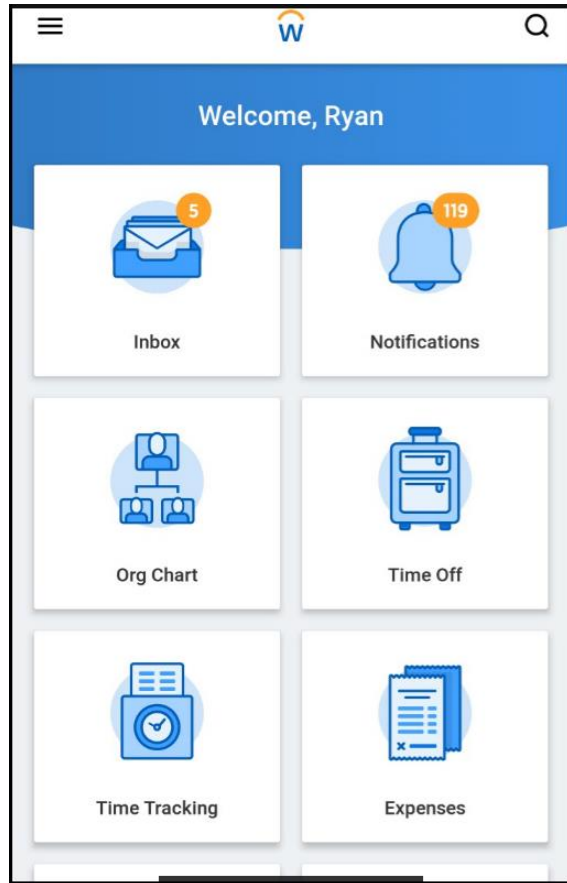
# WORKDAY MOBILE APP

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## Install & Setup Tutorial



# Access Workday Anywhere, Anytime!



## Workday Mobile App

- Built specifically for iPhone/iPad and Android devices, and downloadable through the Apple App Store and Google Play.
- Give users simple, intuitive, and convenient access to useful functionality when on-the-go.
- Best suited for managing some tasks in your inbox and viewing information, such as your personal information, payslips, and inbox items.

**As an employee**, you can change personal information, such as emergency contacts, address, phone numbers, and much more. You can also view detailed pay stubs, request time off, and print W2s.

**As a manager**, you can do your work on the go. Access your dashboard reports, approve your task requests, and much more.

# Workday Mobile App



For the Full Workday Mobile App experience on mobile devices:

	MODELS	OPERATING SYSTEM	DOWNLOAD
<b>APPLE</b>	All Models - iPhone and iPad	iOS9 or Higher	App Store - iTunes
<b>ANDROID</b>	All Models	4.4 or Higher	Google Play Store

# Workday Mobile Setup Tutorial

Download & Install the Workday App:



Apple (iPhone or iPad)

<https://itunes.apple.com/app/workday/id316800034>

Android

<https://play.google.com/store/apps/details?id=com.workday.workdroidapp>

# ● Configure the Workday App:

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**On your mobile device**, click on the respective configuration link and **open with Workday**.

**Apple** (iPhone or iPad)

<workday+https://wd5.myworkday.com/irsc>

**Android**

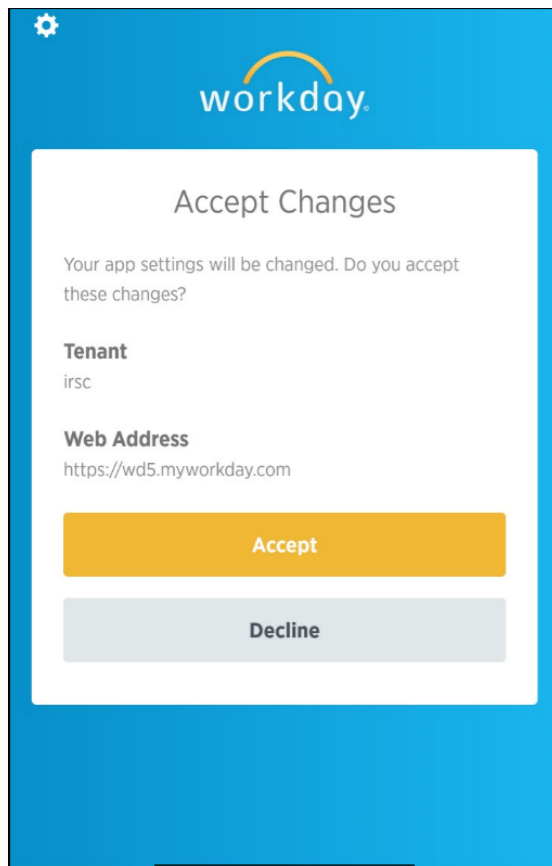
<https://myworkday.com/open-android//wd5.myworkday.com/irsc>



Open with Workday

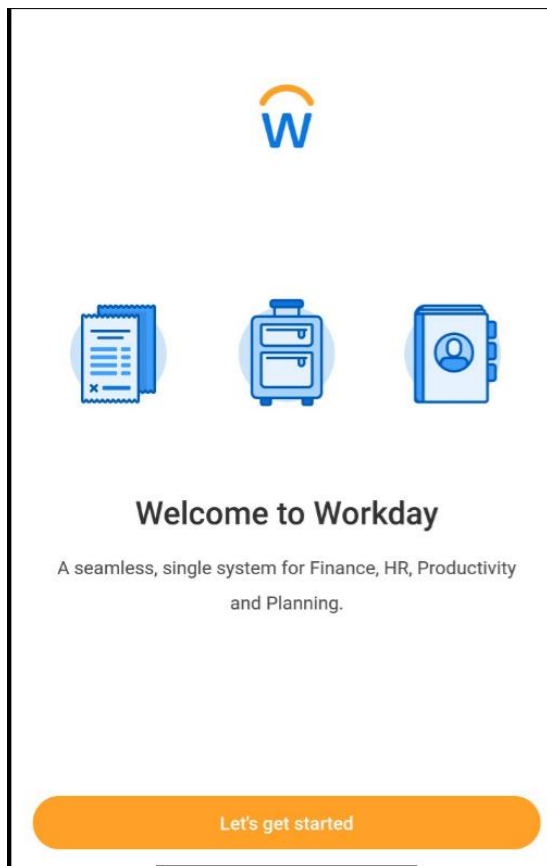
# Configure the Workday App:

Accept the changes



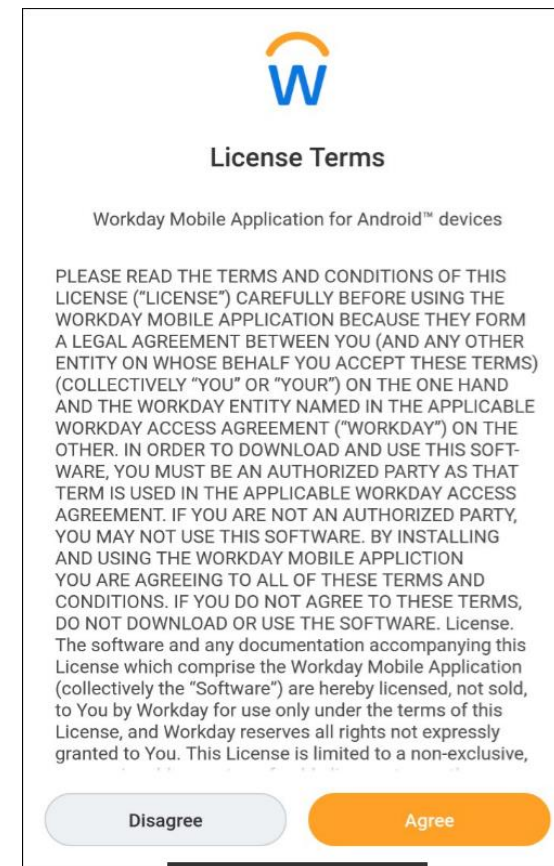
The screenshot shows the Workday app interface with a blue header containing the Workday logo and a gear icon. A white dialog box titled 'Accept Changes' is centered on the screen. It contains the text 'Your app settings will be changed. Do you accept these changes?'. Below this, it lists 'Tenant' as 'irsc' and 'Web Address' as 'https://wd5.myworkday.com'. At the bottom of the dialog are two buttons: a yellow 'Accept' button and a grey 'Decline' button.

Click '*Let's get started*'



The screenshot shows the 'Welcome to Workday' screen. It features the Workday logo at the top, followed by three icons representing Finance, HR, and Productivity. Below the icons, the text reads 'Welcome to Workday' and 'A seamless, single system for Finance, HR, Productivity and Planning.' At the bottom is a large yellow button labeled 'Let's get started'.

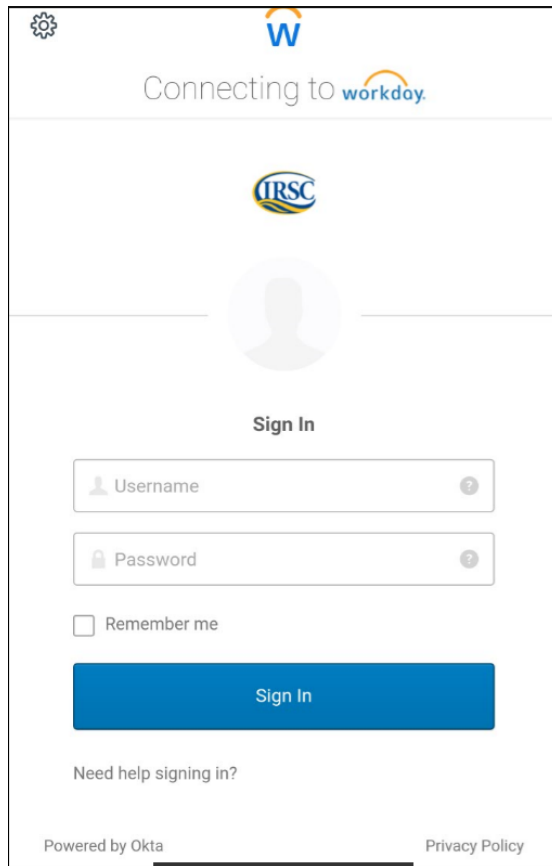
Agree to the terms and conditions.



The screenshot shows the 'License Terms' screen. It features the Workday logo at the top, followed by the title 'License Terms' and the subtitle 'Workday Mobile Application for Android™ devices'. The main body of the screen contains a detailed legal disclaimer. At the bottom are two buttons: a grey 'Disagree' button and a yellow 'Agree' button.

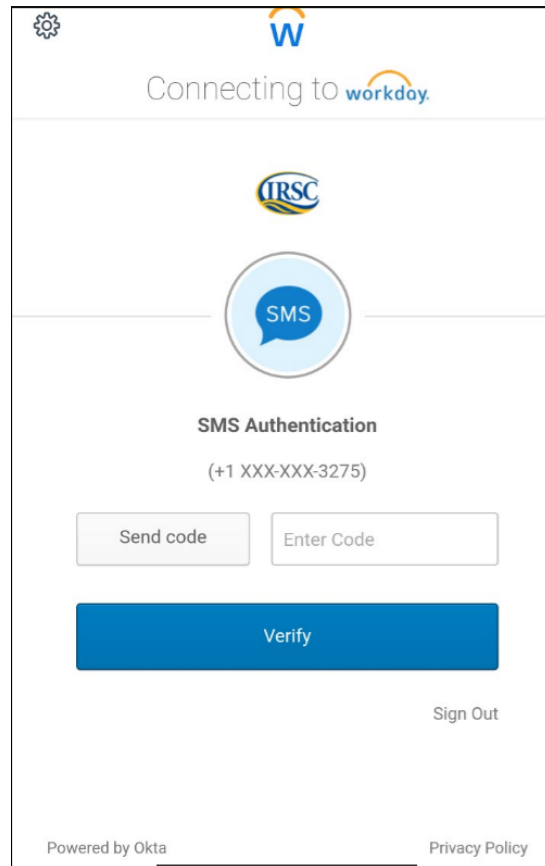
# Configure the Workday App:

Sign in to Okta



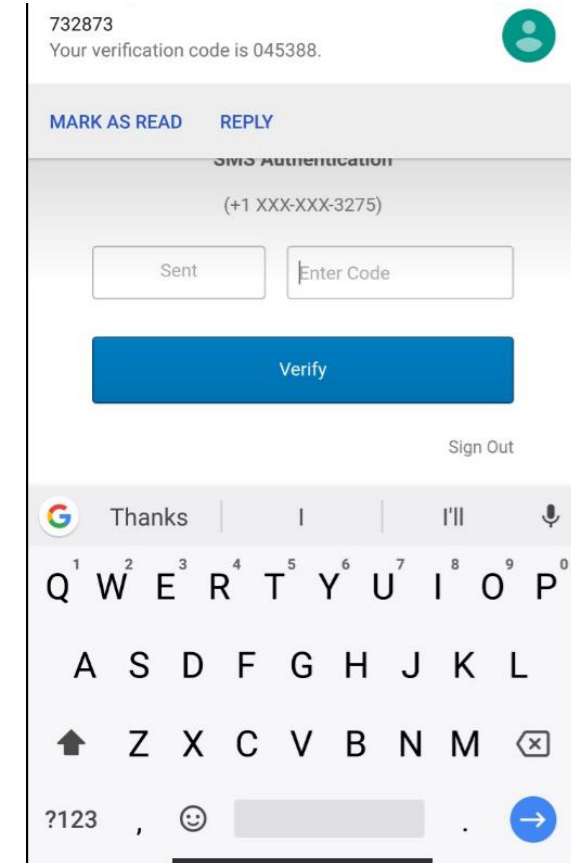
The screenshot shows the initial sign-in screen of the Workday app. At the top, it says "Connecting to workday." with the Workday logo. Below that is the IRSC logo and a placeholder for a user profile picture. The "Sign In" text is centered. There are two input fields: "Username" and "Password", each with a question mark icon to its right. Below these is a "Remember me" checkbox. A large blue "Sign In" button is at the bottom. At the very bottom, it says "Powered by Okta" and "Privacy Policy".

*If Off-campus:* Click '**Send code**'.  
You should receive a code via text.



The screenshot shows the SMS authentication screen. It has the same header as the sign-in screen. Below the IRSC logo is a circular icon with a speech bubble and the text "SMS". The text "SMS Authentication" is centered, followed by the phone number "(+1 XXX-XXX-3275)". There are two input fields: "Send code" and "Enter Code". A large blue "Verify" button is at the bottom. A "Sign Out" link is in the bottom right corner. At the very bottom, it says "Powered by Okta" and "Privacy Policy".

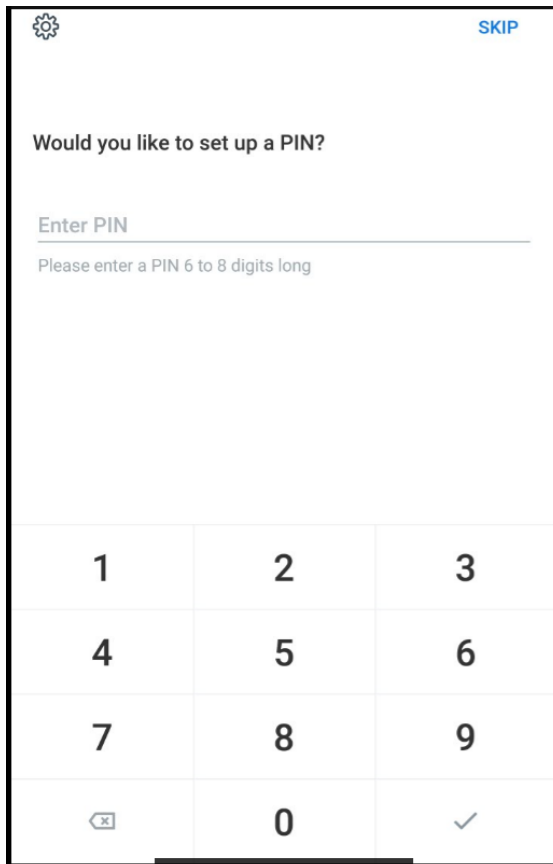
Enter the authorization code and click '**Verify**'.



The screenshot shows a mobile phone screen with an SMS message and a keyboard. The SMS message is from 732873 and says "Your verification code is 045388." Below the message are links for "MARK AS READ" and "REPLY". Below that is a section titled "SMS Authentication" with the phone number "(+1 XXX-XXX-3275)". There are two input fields: "Sent" and "Enter Code". A large blue "Verify" button is at the bottom. A "Sign Out" link is in the bottom right corner. A keyboard is visible at the bottom of the screen.

# Set Up Mobile PIN

A prompt displays, asking if you want to set up a **PIN**. Setting up a PIN allows you to log into your mobile Workday application without entering your Username and Password with each login. (Note: if you do not want to set up the mobile PIN, click 'Skip'.)



Would you like to set up a PIN?

Enter PIN

Please enter a PIN 6 to 8 digits long

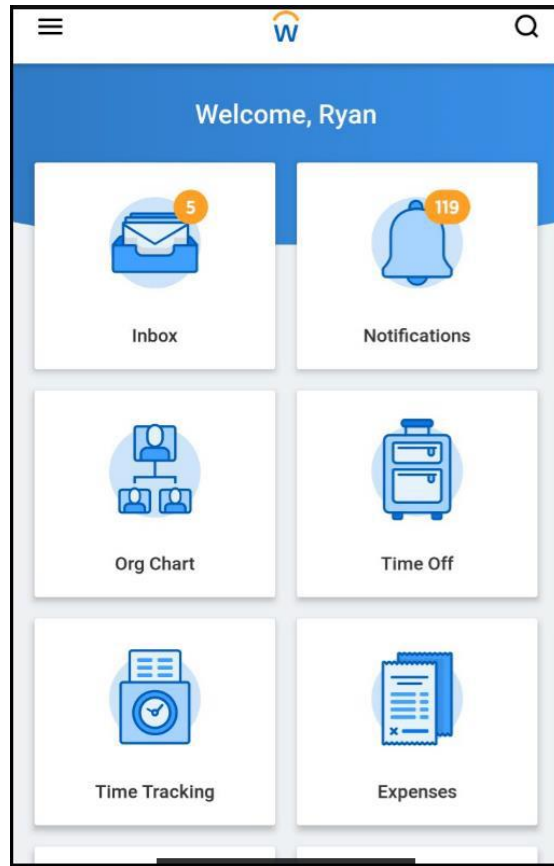
1	2	3
4	5	6
7	8	9
⌫	0	✓

1. Enter a PIN between 6 to 8 characters long.
2. Tap the **checkmark**.
3. Confirm the PIN by entering the 6 to 8 characters again, and then tapping the **checkmark**.





# Enjoy the App!





# Workday Mobile Install and Configuration

## Download & Install the Workday App:

### App Store - Apple (iPhone or iPad)

<https://itunes.apple.com/app/workday/id316800034>

### Play Store - Android

<https://play.google.com/store/apps/details?id=com.workday.workdroidapp>

## Automatically setup up the Workday app:

**On your mobile device**, click on the respective configuration link and (in Android) **open with Workday**.

### Apple (iPhone or iPad)

<workday+https://wd5.myworkday.com/irsc>

### Android

<https://myworkday.com/open-android//wd5.myworkday.com/irsc>

Tenant: irsc

Web Address: <https://wd5.myworkday.com>