

DOWNLOADING WORKDAY

Employee

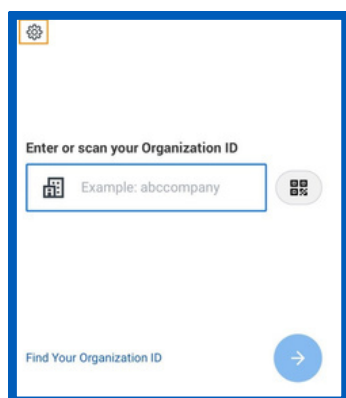
This job aid demonstrates how to download and access the Workday Mobile application across devices.

ANDROID: download Workday Mobile on your Android device

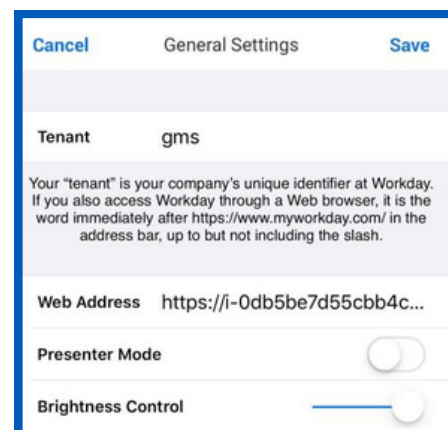
1. From your device, navigate to the Google Play Store.
2. In the search field, enter *Workday* and select Workday from the results.
3. Select Install, then Open to launch the Workday Mobile app.
4. Select the Log In button.
5. Follow the onscreen prompts to complete the initial setup steps for your company.

IPAD AND IPHONE: 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. Select Get, then Install.
4. Select Open once the app has downloaded.
5. Select Log In.
6. Enter or scan your Organization ID, then select the arrow button.



7. (Optional) Select Settings. From General Settings, enter your tenant and your company's Workday web address. Then, select **Save**.
8. Enter your username and password and select Sign In.
9. (Optional) Select Allow to enable push notifications.



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MOBILE AUTHENTICATION

Depending on your organization's security, mobile users can sign in to Workday Mobile with a personal identification number (PIN) for faster access. Mobile PIN authentication is compatible with single sign-on (SSO) authentication.

1. Sign in to Workday.
2. A prompt appears asking if you want to remember the device. Select the checkbox, then select 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. Select the checkmark.
6. Confirm the PIN by entering the numbers again and then selecting the checkmark.
7. Select 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). Select the Use Face ID or Touch ID button to enable this feature for now and for future easy access or select Skip to continue.



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.

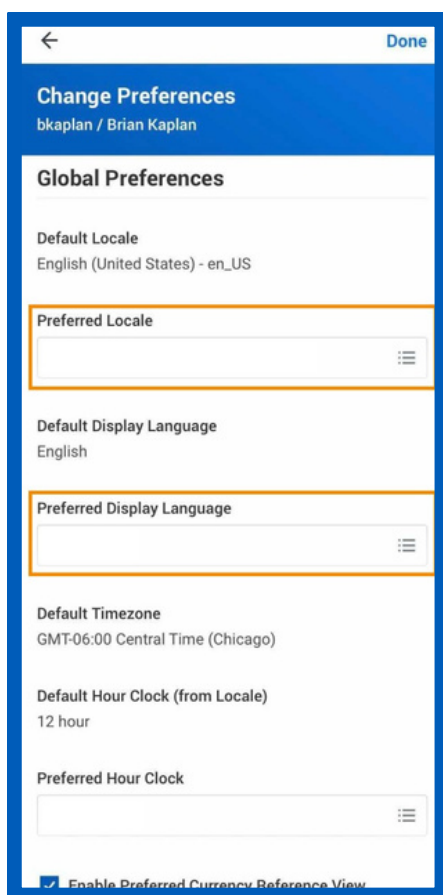
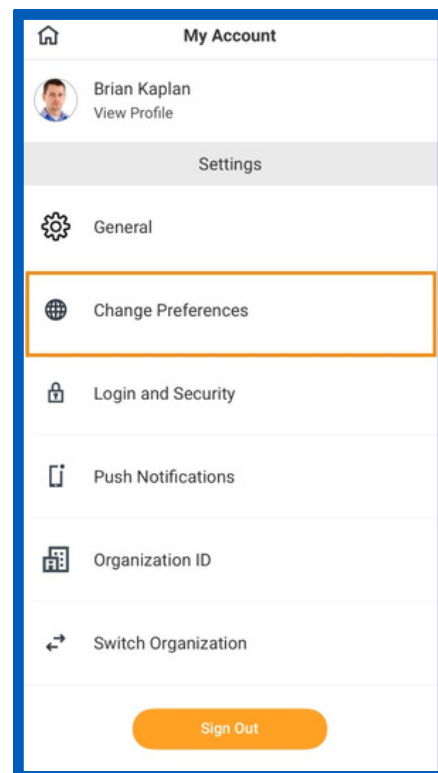
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User Preferences on Mobile

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

1. From the Workday Mobile Home screen, select your Profile photo.
2. Under Settings, select Change Preferences.
3. In the Preferred Locale field, select the prompt icon and select a locale.
4. In the Preferred Display Language field, select the prompt icon and select a language.



5. Scroll down and select a Preferred Hour Clock and Preferred Currency.
6. Select Done to save your selections. You may be prompted to sign out and sign back in to apply these changes.

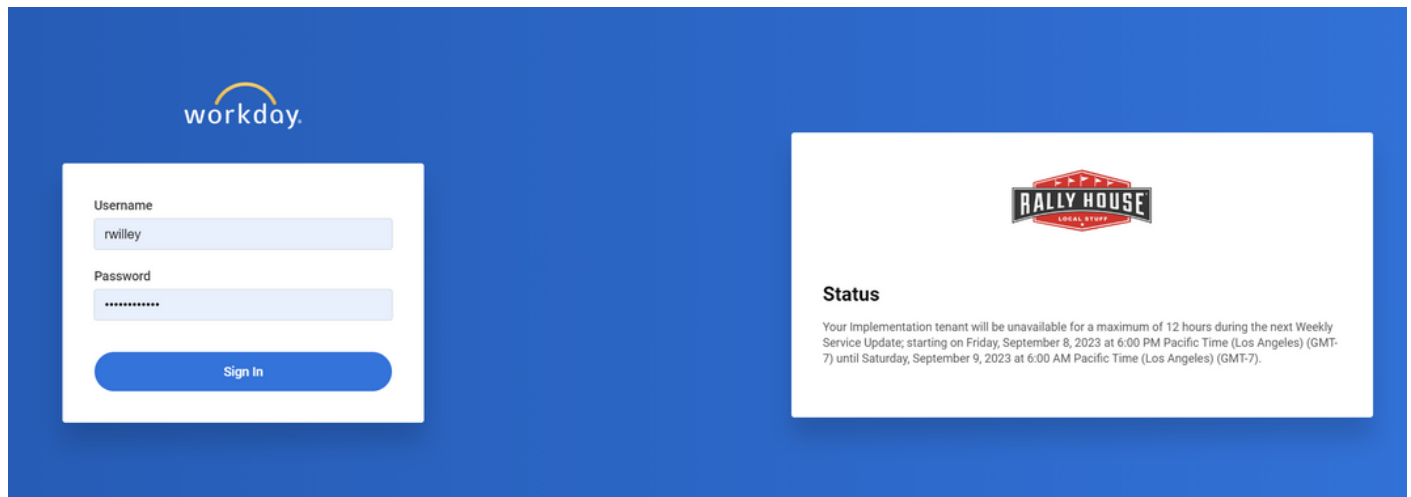
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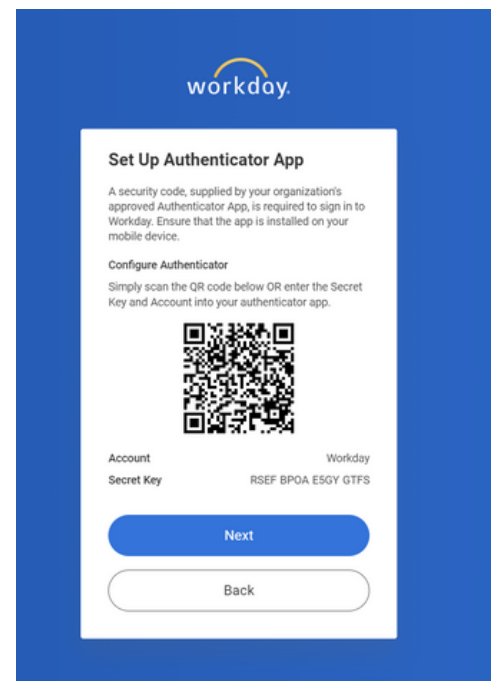
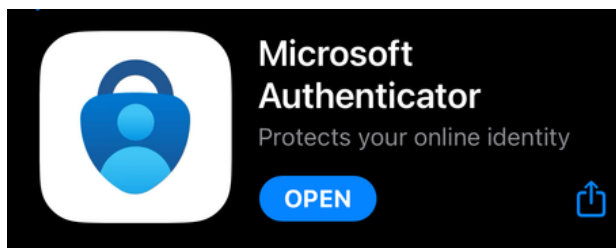
Desktop Access

To log in access the URL:

1. Enter your user name (Rally House issued email address or your provided email if you do not have a Rally House email provided).



2. Next you will be prompted to Validate either via email or by Authenticator App.
3. To use the Authenticator App you will need to download the App on your device.



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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.

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.



SPOTLIGHT SEARCH (IOS ONLY)

You can search for commonly used tasks in Workday Mobile and they will display in your search results. You must be signed in to Workday for the feature to work.

1. From your home screen on your iOS device, swipe right to open Spotlight Search. (Depending on your iOS version, you may need to swipe down.)
2. Search for a keyword like *time*. Suggested Workday tasks will display.
3. Select a task to navigate to the action in Workday.

