

## Workday Mobile

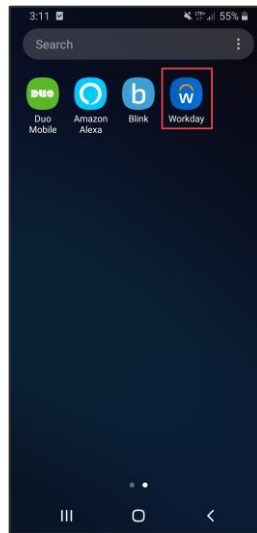
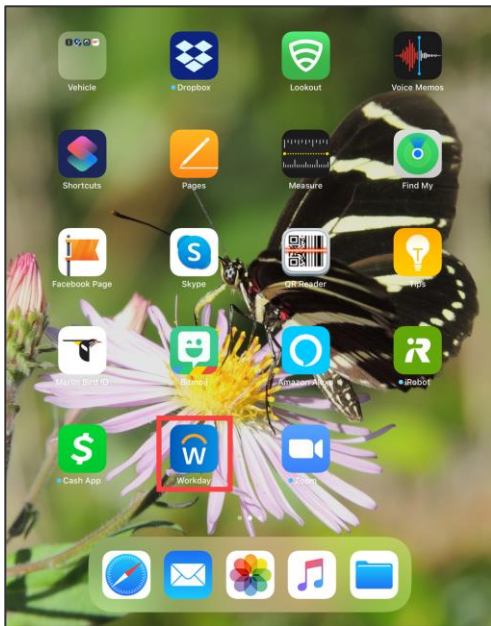
Because Workday is a Cloud-based system, you can access it from any device with an Internet connection by using the **Workday Mobile App**. This Job Aid covers basic instructions on setup and use of the **Workday Mobile App**.

*\*NOTE: screenshots in this Job Aid reflect an Apple iPad and Android phone; images and operation will differ slightly for other device types*

### INSTALLING THE WORKDAY MOBILE APP

#### 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. Follow App instructions for completing initial setup

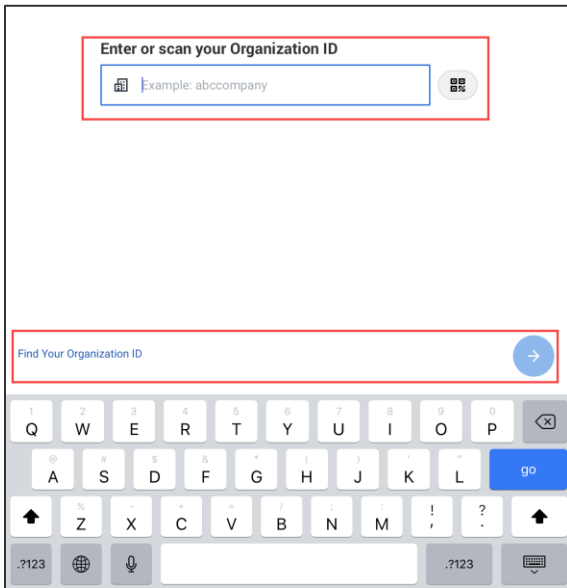


#### ANDROID

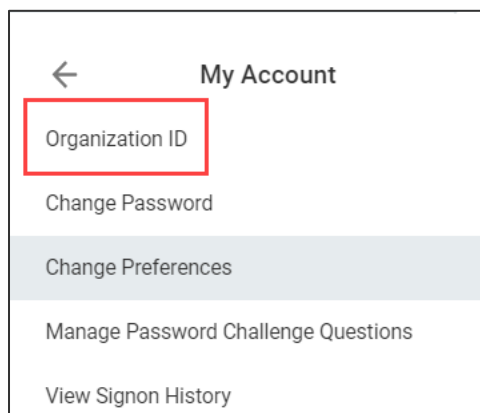
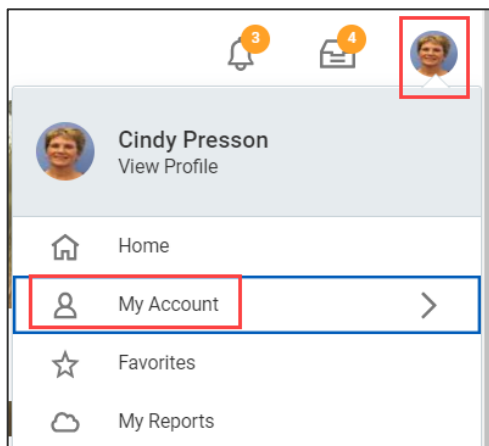
1. From your device, navigate to the Google Play Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app.
4. Tap the **Log In** button.
5. Follow App instructions for completing initial setup

## ENTERING YOUR ORGANIZATION ID

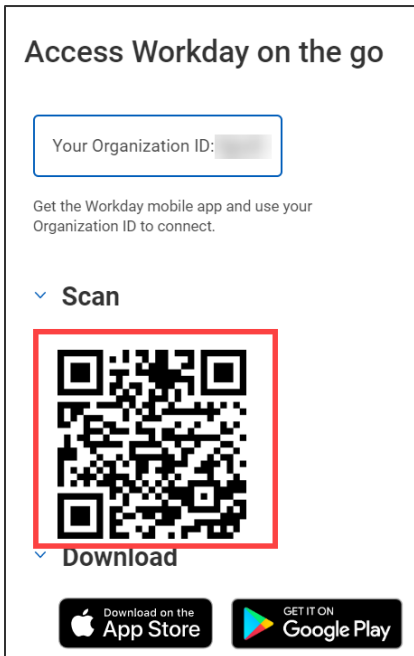
During the Workday Mobile App setup, you must enter your Organization ID. Instructions may be provided in the app setup itself; they are included here for your convenience.



1. From the **Workday Home Page** on your desktop or laptop, click your **Profile** picture and select the **My Account** option, then select **Organization ID**

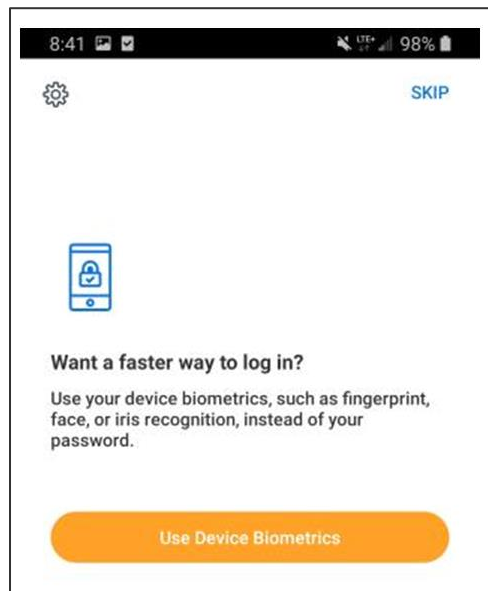
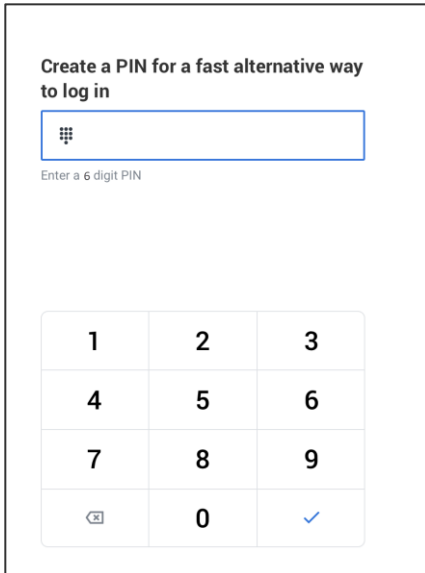


2. Scan the **QR code displayed on the screen** to enter the **Organization ID** automatically



## SIGN-IN OPTIONS

Workday offers the option to use device biometrics for sign-in. This acts as a replacement for 2FA and stores your credentials in an encrypted state on your device. If you select this option, you will be required to set a 6-digit PIN to allow changes to your stored credentials linked to the Biometric option.

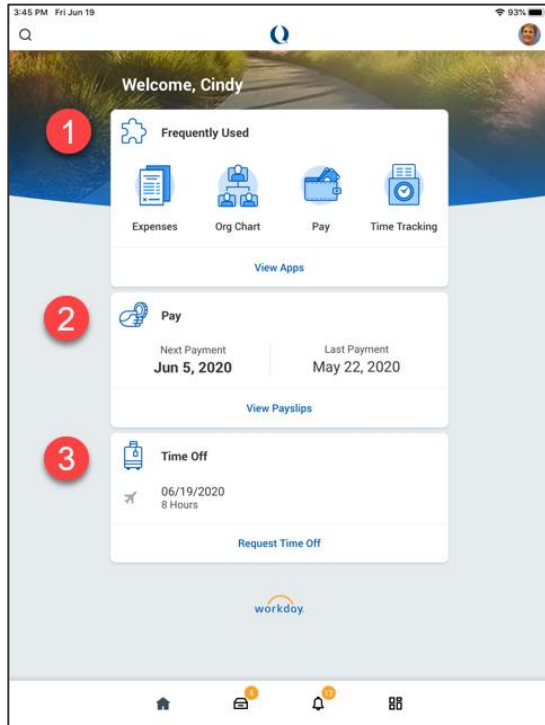


## WORKDAY MOBILE APP NAVIGATION

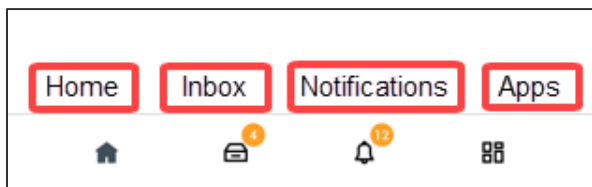
Navigation in the **Workday Mobile App** is essentially the same as that of the Web version; the **Workday Home Page** is the starting point, and displays:

1. **Frequently Used Applications**
2. **Pay information/dates**

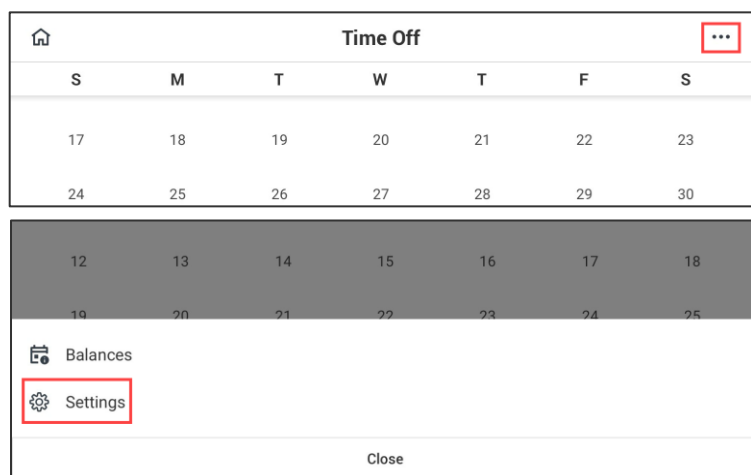
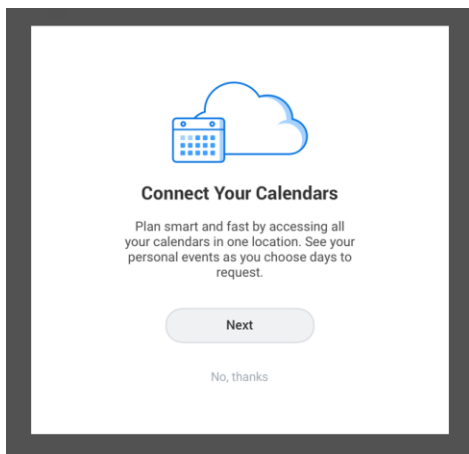
3. Time Off information for recent dates



The **Navigation Bar** features your **Inbox** and **Notifications** icons, access to all **Applications**, and return to the **Workday Home Page**



During setup, the **Workday Mobile App** features the ability to link your personal online calendar with the **Workday Calendar**; this can be configured at any time in the **Time Off** application settings.



## MOBILE APP SECURITY

The FGCU **Workday Mobile App** is configured to provide the following security options:

- **Attachments** can be uploaded and viewed
- **Attachments** that require third party apps to review/download/upload are not supported through the mobile app. Using third party applications file types to review/download/upload from and to **Workday** is only available from a PC or Mac workstation connected to the FGCU network.

***\*NOTE:** a third-party application may be needed for .xls, .xlsx, .docx and other similar file types. This does not include first party application/device functionality that is built into Workday, such as receipt photos for expense submissions.*

- **Check In/Check Out** utilizes location services
- Access to **My Reports** is available
- **Export to PDF/Excel** and **Payment Elections** will not be available unless your device is connected to the FGCU network

## SIGNING OUT

To sign out of the **Workday Mobile App**, access your **Profile** and select the **Sign Out** option.

