

GETTING STARTED – WORKDAY FOR IPHONE and ANDROID PHONES

QUICK REFERENCE GUIDE



INSTALLING AND LOGGING IN TO WORKDAY

Installing and Logging in to Workday

From your iPhone:

1. Tap the **App Store** Application icon.
2. Tap **Search** and enter “Workday”.
3. Select **Workday** from the search results.
4. Tap **Install** to install the app. Once the app has completed downloading, the button name changes to Open.
5. Tap **Open**.
6. The first time you use the Workday iPhone app, you will need to enter your company’s settings.



A push notification will appear.

“Workday” Would like to Send You Push Notifications

Click Don’t Allow if you don’t want the pushed notification or OK to receive notifications.


7. Enter the Tenant name: **stateofmaryland**.
8. Enter your User Name (W number) and Password.
9. Message “Would you like to set up a pin? Click **No**.”
12. Tap **Sign In** to log in to Workday.

NAVIGATING WORKDAY FOR IPHONE AND ANDROID

From the Workday Home page:

1. Swipe up or down to scroll through available worklets.
2. Tap any icon to open its corresponding worklet.

Use the **Setting** icon to navigate:


3. Tap the **Settings** icon  to open the menu.
4. You can Edit Home Page, Change Password, and view general settings.




5. Tap the menu item you are interested in.
6. Tap **Close** to return to the Home page.

CHANGING YOUR PASSWORD

From the Workday Home page:

1. Tap the **Setting** icon .
2. Tap **Change Password**.
3. Enter your Current and New Password.
4. Verify your New Password.
5. Tap **Done** to apply the change. A confirmation displays.
6. Tap **Close**.

NAVIGATING WORKDAY FOR IPHONE AND ANDROID

1. Tap the Photo image (**My Profile**).
2. Tap the **Related Actions** icon .
3. Tap **Personal**. The **Personal** menu will display.
4. Tap **Change Personal Information**.
5. Tap information to be changed.
6. Tap **Done**.