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.
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.

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.